



Questions or concerns	Suggested responses
How do I know that the applicant can do the job?	

EXAMPLE ONE-PAGE SUMMARY



My name is [Name] and I am currently a [Current Role] at [Current Employer]. I have a [Education Level] degree in [Field of Study] from [University Name].

I have worked for [Number] years in the [Industry] industry. My previous roles include [Previous Role 1] at [Company 1] and [Previous Role 2] at [Company 2]. I have been responsible for [Key Responsibilities] and have achieved [Key Accomplishments].

Recent accomplishments:

• [Accomplishment 1]

• [Accomplishment 2]

Volunteer and work experiences:

• [Experience 1]

• [Experience 2]

[Additional Information]

Success occurs when the job seeker and the employer jointly agree to the answers to these questions: