

# practice: stick to your KSAOs

knowledge	skills
abilities	other characteristics

# practice: follow the formula

**Professional Title** (if relevant) + **Key Experiences** (with the total number of years worked) + **Top Achievements** (preferably measurable results) + **Top Skills/Expertise/Unique Values** (relevant to the job and industry).

professional title

key experiences

top achievements

top skills/expertise/values