

**Profile of**

**CONSULTANT NAME**

Paragraph 1, summarize education and experience.

Standard first sentence is: Mr./Mrs. X is a “Type of Consultant” with over “X” years of experience in the Information Technology industry.

Paragraph 2, elaborate experience and technologies, if relevant.

Paragraph 3, soft skills (i.e. interpersonal, communication).

**Security Clearance:** Reliability, Secret, Top Secret (File No; Expires:)

**Language:**

SELECTED ASSIGNMENTS

## department (client) worked for

**Role:** Start Month – End Month

**Project:** (months)

**Project Description:**

Tasks Performed:

**Technical Environment:**

## Name of consulting firm / full-time employer

**Role:** Start Month – End Month

**Project:** (months)

***\*Example when multiple sub-projects under one client***

**A) Role:** [Insert Role]

**Project:** [Project Name]

**Client:** [Client Name]

**Duration:** [Number of months worked on project]

**Project Description:**

[Insert Project Overview]

**Tasks Performed:**

**Technical Environment:**

[Environment 1], [Environment 2]

**B) Role:** [Insert Role]

**Project:** [Project Name]

**Client:** [Client Name]

**Duration:** [Number of months worked on project]

**Project Description:**

[Insert Project Overview]

**Tasks Performed:**

**Technical Environment:**

[Environment 1], [Environment 2]

EDUCATION

|  |  |
| --- | --- |
| Name of Institution  Year Completed | Name of Degree/Diploma |
|  |  |

CERTIFICATIONS

|  |  |
| --- | --- |
| Name of Institution  Year Completed | Name of Certification |
|  |  |

Training

|  |  |
| --- | --- |
| Name of Institution  Year Completed | Name of Training |
|  |  |