

Detailed Narrative Work Experience Statement

Name: _____
Position Title: _____
Employer: _____
Employment Period: ____ / ____ / ____ – ____ / ____ / ____
Supervisor: _____ Contact: _____
Hours/week: _____

Position Overview

Provide a concise summary of your overall role and primary responsibilities in this position.
(E.g., *Responsible for overseeing daily operations of...*)

Key Duties and Responsibilities

1. State your primary duty.
(E.g., *Managed a team of five staff in delivering project deliverables...*)
2. State your next important duty.
(E.g., *Prepared monthly financial reports and presented them to management...*)
3. State additional relevant duties.
(E.g., *Coordinated with clients to define project scope and timelines.*)

Significant Projects or Achievements

- **Project/Achievement Title:** Brief description of your role, tasks, and impact.
(E.g., *Led the successful implementation of a new inventory system, resulting in a 20% reduction in supply costs...*)
- **Project/Achievement Title:** Brief description of your role, tasks, and impact.
(E.g., *Developed and delivered training for 30+ team members...*)

Skills and Competencies Demonstrated

- List technical or soft skills practiced in this role.
(E.g., *Project Management, Leadership, Client Relations, Technical Writing...*)
- List relevant certifications (if any).

References

Name, Title
Relationship to you
Contact Information

Important Notes

- Use clear, concise language and focus on your personal contributions.
- Describe your duties and achievements in detail, quantifying results wherever possible.
- Tailor your narrative to address required competencies or qualifications of the target role/program.
- Provide accurate contact details for supervisors or references for verification purposes.