**FirstName LastName’s Responsibility Summary**

*One to two sentence summary of why my job is important. This serves as the basis for my motivation to come to work every day. It also functions as a filter through which I check each of my responsibilities.*

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| **Primary Role/Category #1** | **Primary Role/Category #2** | **Primary Role/Category #3** |
| **ONGOING RESPONSIBILITIES*** Responsibility 1
* Responsibility 2
* Responsibility 3
* Responsibility 4
* Responsibility 5
* Responsibility 6
 | **ONGOING RESPONSIBILITIES*** Responsibility 1
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* Responsibility 6
 | **ONGOING RESPONSIBILITIES*** Responsibility 1
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| **CURRENT PROJECTS*** Responsibility 1
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* Responsibility 3
* Responsibility 4
* Responsibility 5
* Responsibility 6
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 | **CURRENT PROJECTS*** Responsibility 1
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| **FUTURE PROJECTS*** Responsibility 1
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