

Job Seeker's First and Last Name

Street Address, City, Postal, Code, Country • Telephone Number • Email Address

PROFESSIONAL SUMMARY AND OBJECTIVE

Your professional summary is your persuasive sales pitch that introduces you to potential employers and allows them to place you in context based on their hiring needs. Compose three to five sentences touting your key capabilities and unique experience, with an emphasis on results. This section focuses on a combination of hard and soft skills. Tie your qualifications to the type of position you're seeking.

EXPERIENCE

Most Recent Job Title, Employer City, State

(Month Year to Month Year)

Brief over view of the position's responsibilities, including an explanation of the organization if it's not well-known.

- Outline your most impressive accomplishments using bullet points. Focus on the results of your actions, not just your responsibilities. Include industry buzzwords and tangible numbers to support your experience. The eye is drawn to figures, especially on a sales resume.
- Focus on leadership roles and demonstrate how you've found solutions to challenges.
- Start every bullet with an impressive action word, and vary words throughout your resume.
- Avoid fancy fonts.

Previous Job Title, Employer City, State

(Month Year to Month Year)

- Keep position summaries short and relevant. A potential employer is scanning your resume to see if you merit an inter view—clear and concise is ideal.
- Don't try to include your whole life story. Outline your most important and impressive accomplishments, not a complete menu of every task you've ever performed.
- As a general rule, the amount of information—both summaries and bullets—beneath each position should decrease as you move toward older assignments.

Earlier Job Title, Employer City, State

(Month Year to Month Year)

- Earlier jobs require less information, though they are important to demonstrate career advancement.

EDUCATION

MBA, University (Most recent degree goes on top)

BA, College, 2002 (Date is optional, but usually included especially if it's recent)

- GPA only if it is above 3.5, Honors Received (e.g. magna cum laude or Dean's List)
- Leadership roles and impressive recognition

SKILLS/QUALIFICATIONS

- This optional section can be used to enhance your summary and experience while highlighting specific qualifications that are either required for a particular job or are unique about you.
- (Note: If you're in a technology field, this section should appear at the top under professional summary.)
- You can expand this section when posting your resume online to increase the number of keywords.

MEMBERSHIPS/AFFILIATIONS

- Professional memberships and volunteer work show your commitment to your industry and community. Mention leadership positions and briefly note relevant achievements.
- This is especially valuable for recent grads and career changers to demonstrate that you're making an effort to establish yourself in a new field.