**NAME**

9999 Anywhere Drive

City, State, Zip Code

[your name@yahoo.com](about:blank)

LinkedIn Profile URL

## SUMMARY

Your career summary serves as your 30-second commercial and in five sentences or less, sets the overall tone of your resume. It positions you in the marketplace and pulls from the body of your resume industry specific terms, key words, and core transferrable skills. The summary translates your skills into a brief series of powerful sentences and organizes the information the reader is about to read. All other resume information defends your career summary by providing details of your specific career achievements.

## AREAS OF EXPERTISE

|  |  |  |
| --- | --- | --- |
| * Key Word | * Key Word | * Key Word |
| * Key Word | * Key Word | * Key Word |

## PROFESSIONAL EXPERIENCE

**LAST EMPLOYER, Location Years from - to**

**Last Formal Title**

A brief summary of your stated responsibilities. This should be stated much like your formal “job description.” Remember that your next employer is usually more interested in what you did rather than whom you did it for. Save the “how well” you did it for the bullets below.

* Highlight the accomplishments of your position by using bullets. Bulleted items must contain key words and numbers.
* Use direct, easy to read sentences like: “Created X, resulting in Y.
* Keep in mind that you are creating these statements of accomplishment to support the claims you’ve made above in your summary.
* Remember, a team accomplishment is also YOUR accomplishment.
* Accomplishments are not solely related to sales and revenues. Did you create or improve a process or procedure, a person or department, a relationship? Did you reduce a cost/ expense? Did you improve information flow or efficiency?
* Think about everything you were rated on for your annual review.

**SECOND LAST GREAT EMPLOYER, Location Years from - to**

### **Formal Title**

The best place to pull information for a general description of your position is from your performance appraisal. You want to demonstrate how effective you were at your job by providing quantifiable, measurable benefits. Each bullet point gives you an opportunity to tell a story about your performance and quickly establish rapport with type interviewer.

* Employers concentrate their time on the last ten years of your experience. When allocating bullet points, plan six for your most recent employer and 4 to 5 for your second last employer.
* More really is less. Make sure that you follow this format to create an eye friendly document that features generous margins and good flow.
* Your resume needs to convince someone who does not know you that you have the right stuff.
* Problem, Action, Result statements phrased as bullet points demonstrates that you have the skill sets that will make a real difference in their organizations.

**THIRD LAST GREAT EMPLOYER, Location** **Years from to**

### **Formal Title**

Supporting jobs don’t take as much space. Your resume should reflect a building career. However, the bullet points that you document should be as impressive as possible given the level of your responsibility at the time...

* The deeper you go into your resume, the less bullet points you will need.
* However, each bullet point (regardless of where it is located creates opportunities to demonstrate transferable skills and personal achievements as it applies to the job you are interviewing for.
* Your goal is to show consistent performance throughout your career.

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**FOURTH LAST GREAT EMPLOYER, Location** **Years from to**

**Formal Title**

When you have the main supporting positions well structured, start minimizing the content of the information.

* At this point you should have 2 to 3 bullet points.
* How long should a resume be? It should be appropriate to your career.
* Never hide your age.

**FIFTH GREAT EMPLOYER, Location** **Years from to**

**Formal Title**

A general description of your highest position obtained with bullet points listing the other positions held with the same company is fine.

* It is appropriate to list other positions within the same company in bullet point format with the years that you worked in each position
* Don’t use your resume for your first job as a guide for your twenty-year career resume

## EDUCATION

Center the Degree and University, Date optional

BS, Resume Writing University, 1986