Example Resume Template
Page 1

Demonstrate Value to Your Intended Audience

Top 1/3 = Most Important Section!

NAME NAME

1234 Street Name Drive, City, State 12345
Phone: 123.456.7890   Email: name@email.com

BRANDED TITLE

Leadership Specialty | Functional Specialty | Specialty 3

This is your professional profile – your unique value proposition. It serves to engage the reader and emphasize the 'big picture' of your 'personal brand', including your skills, expertise, and career highlights. This should represent your prestige and focus the reader's attention on the potential value you offer to them. This should be no more than 5 lines. No first-person language (throughout resume).

Core Competency | Skill | Core Competency | Skill | Core Competency | Skill | Core Competency Skill | Core Competency | Skill | Core Competency | Skill | Core Competency | Skill | Core Competency Core Competency | Skill | Core Competency | Skill | Core Competency | Skill | Core Competency

Strong Key-words!

PROFESSIONAL EXPERIENCE

Company Name, City, ST   (NYSE: ___)   **#### – Present**
Short company description including operational reach and other measurables to quantify company and the value of experience gained therein. (www.companyname.com)

> *Overview:* This can demonstrate your proven track record of success in pursuing goals and business objectives. It can also include additional unique qualifiers from throughout your tenure. You can also briefly outline achievements and personal qualifications.

Simplify Longer Tenures

***JOB TITLE 1**, #### – Present*

This is a short overview of your major responsibilities in this particular position. It should include the scope of your work (## of people managed, $$ amount responsible for, etc.).

- This section should focus on short- and long-term functional/operational duties. Do not simply copy the job description or list tasks.
- Use bullet points to differentiate each new idea. Keep all content concise, engaging, and to-the-point.
- Start each new statement with an action verb (Implemented, Executed, Improved) to describe what you did and demonstrate your ability to solve pain points experienced by the prospective Company.
- With job descriptions, typically the further back you go, the less relevant the information is.

List your top achievements for this position (usually 1-3, with more allowed for longer employment durations or numerous major achievements).

***JOB TITLE 2**, #### – ####*

This is a short overview of your major responsibilities in this particular position. It should include the scope of your work (## of people managed, $$ amount responsible for, etc.).

- This section should focus on short- and long-term functional/operational duties. Do not simply copy the job description or list tasks.
- Use bullet points to differentiate each new idea. Keep all content concise, engaging, and to-the-point.
- Start each new statement with an action verb (Implemented, Executed, Improved) to describe what you did and demonstrate your ability to solve pain points experienced by the prospective Company.
- With job descriptions, typically the further back you go, the less relevant the information is.

These Set You Apart!

List your top achievements for this position (usually 1-3, with more allowed for longer employment durations or numerous major achievements).

Emphasize Major Achievements

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Example Resume Template
Page 2

Company Name *(Continued)*

JOB TITLE 3, #### – ####

This is a short overview of your major responsibilities in this particular position. It should include the scope of your work (## of people managed, $$ amount responsible for, etc.).

- This section should focus on short- and long-term functional/operational duties. Do not simply copy the job description or list tasks.
- Use bullet points to differentiate each new idea. Keep all content concise, engaging, and to-the-point.
- Start each new statement with an action verb (Implemented, Executed, Improved) to describe what you did and demonstrate your ability to solve pain points experienced by the prospective Company.
- With job descriptions, typically the further back you go, the less relevant the information is.

List your top achievements for this position (usually 1-3, with more allowed for longer employment durations or numerous major achievements).

Company Name, City, ST   (NYSE: ___)   #### – ####
Short company description including operational reach and other measurables to quantify company and the value of experience gained therein. (www.companyname.com)

JOB TITLE 1, #### – Present

This is a short overview of your major responsibilities in this position. It should include the scope of your work (## of people managed, $$ amount responsible for, etc.).

- This section should focus on short- and long-term functional/operational duties. Do not simply copy the job description or list tasks.
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List your top achievements for this position (usually 1-3, with more allowed for longer employment durations or numerous major achievements).

EARLIER CAREER

Relevance is one of the most important considerations for resume content, so if/when your career dates back further than is necessary to detail (usually 15-20 years), you can use a short paragraph to briefly summarize this time. Example: Spent ## years with **Company Name**, most recently as *Position Title* (3 years) and *Position Title* (2 years). Prior to that, spent ## years at **Company Name** as *Position Title*.

EDUCATION & PROFESSIONAL DEVELOPMENT

University Name, City, ST
BACHELOR OF AREA, Concentration

Company Name, City, ST
PREFESSIONAL DEVELOPMENT COURSE NAME – ### hours

CERTIFICATION

CERTIFICATION NAME & AUTHORITY