



[Name]
[Address]
[Home Phone] (Home) [Cell Phone] (Mobile)
[Email Address]

OBJECTIVE:

[State what type of position you are seeking and how your previous experience qualifies you for the position]

EXPERIENCE:

[Current Employer]; [City/State] [Dates of Employment]
[Provide a brief overview of the company. If your employer is not a national well-known company – include the size of the company and a description of their products and services]

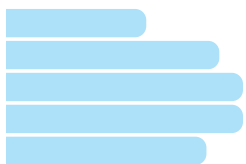
[Current Position/Title]; [City/State (if diff)] [Dates in this position]
[Describe what the reporting relationships are for your position and provide a high level overview of your position]

- » [Next list your accomplishments in a bullet format]
- » [This is the most important part of the resume because it describes why you are good at what you do]
- » [Please try to be quantitative, i.e., exceeded sales quota by 30%, etc. List major projects completed and awards received]
- » [You should list 3-5 accomplishments]

[Previous Employers]; [City /State] [Respective Dates]
[Continue with the format described above, but keep in mind that your resume should not exceed 2 pages]

[Previous Position/Title] [Respective Dates]
[Accomplishments may only be listed under recent positions to stay within the space parameters.]

- » [Also, your earlier background might only list employers/positions/dates without outlining the responsibilities and accomplishments]
- » [Also, if keeping your resume within 2 pages is an issue, you can describe your early background in a narrative format. That is, "Joined IBM in 1983 as a marketing representative and progressed to an account executive in 1985 and further promoted into a principle role in 1987.]
- » [Account for all employment! Do not leave off early job history]





EDUCATION:

[List College/University], [Location]

[List undergraduate/graduate degrees and major]

- » [List certifications if important and relevant to your position (CPA, etc)]
- » [List awards or leadership roles if they are notable, i.e., graduated Magna Cum Laude, etc.]
- » [Avoid listing other training completed unless it is particularly notable, i.e., Harvard Executive Development Program]

ASSOCIATIONS/CIVIC ACTIVITIES:

- » [List all business related activities that you are involved in]
- » [List all board positions held]
- » [List all charitable organizations that you are a part of]

INTERESTS:

[If personal interests are relevant to your role professionally, list them. Otherwise, save the space and leave them off]

