

# Full Name

*Name should be bold, in 24-30 point type  
address, phone, email should be in 10 pt type*

Street Address

City, State, Zip

Phone number with area code

Personal Email Address

*(personal email should be a gmail account set up at www.gmail.com)*

## **CAREER SUMMARY** (headings are 14 point, underlined and bold)

This will be a one or two sentence description of your experience, knowledge, abilities, and skills. It will tell the person reading the resume about who you are and what you are able to do. (do not use I, we, me they, them, etc. )

### **(Sample)**

More than two decades in the executive search and staffing experience as president, director and executive recruiter. Working with clients ranging in size from \$30 billion to \$150 million in annual sales, recruited wide range of positions from president to middle managers. Annual billings in excess of \$500,000 annually.

## **ACCOMPLISHMENTS**

- While writing your resume, it is essential that you keep in mind the reason companies hire people is to solve problems. Your resume must illustrate your ability to be a problem solver. Listing your accomplishments quantifies and qualifies your ability to solve problems.
- ·Make sure you don't list duties as achievements. Responsibilities are the acts you perform as function of your job.
- Your accomplishments result from being successful your career goals and the goals of the organization you work for.
- For example: If you worked as an engineer, your duties may include designing a new product or process. As a result of doing your job well, you improved a process that reduced the cost of manufacturing saving the company \$100,000 per year.
- You may also have accomplishments that involve improving the quality of your work place that indirectly resulted in increased efficiencies thereby decreasing costs. For example, organizing a team to complete a task, inspiring co-workers to become more productive, or improving moral in workplace are all examples of accomplishments that qualify your ability to achieve the goals of the company and solve problems.

## **RESPONSIBILITIES**

Under the heading of responsibilities, include the highlights of responsibilities from past positions you have held. The responsibilities can be outlined in paragraph form. You may place this information under the heading of responsibilities.

### Subheadings

Depending on your background, you may be able to categorize your experience under specific subheadings which further define your skills and abilities.

For example: if you had a career in management, you may have subheadings entitled, administration, systems, finance, operations, etc. If you were an engineer, you may utilize subheadings entitled project engineering, product development, manufacturing engineering, research and development, etc.

## **EXPERIENCE**

- **List your work history beginning with your most recent position and work back from there as follows:**

**Company, location, Month/ year started to month/year ended**

- **In one or two sentences, describe the company including the products or services, annual sales, number of plants, domestic or international, and other information that will help define the size and kind of company you worked for.**

**Position, location**

**Month/year started to  
month/year ended**

- **List the position and the location of the company along with the dates of employment.**
- **In some cases, you may have held a number of positions at one company. In that case, you would present your experience as follows:**

**Company**

**Month/year started to  
month/year ended**

**Description**

**Position, location**

**Month/year started to  
month/year ended**

Name

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Position, location

Month/year started to  
month/year ended

- When describing companies, go back 10 to 15 years. After that, simply list the company, position held, and dates of employment.

## **EDUCATION**

**Begin with your highest level of education and work backward as follows:**

**Masters of Business Administration, May 1985**

**University of Michigan, Ann Arbor, Michigan**

**Bachelors of Science in Mechanical Engineering, June 1981**

**Notre Dame University, South Bend, Indiana**

List any earned honors ie: suma cum laude, magna cum laude under each degree.

## **ADDITIONAL SKILLS and CERTIFICATIONS**

In this area, you may list additional skills including computer skills, professional certifications, professional affiliations, etc. Don't get carried away. List only pertinent information that relates to your job.

## **Additional information for resume preparation**

It is important to remember that a resume is business correspondence. It is not a place to display personal information. Data such as date of birth, marital status, number or ages of children, salary, Social Security Number, drivers license number, religions affiliations, etc. are not appropriate for a resume. Don't include the phrase "references available upon request" and never mail out a list of references until they are requested. When sending unsolicited references, you risk having a potential hiring manager or a recruiter call one of the persons you have listed as a reference and ignore your resume altogether.