

ReExamine Life, Inc.

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 or Hotmail account.)

CAREER SUMMARY

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.

PROFESSIONAL EXPERIENCE

(begin with your most current position and work backwards as follows)

CURRENT EMPLOYER and location Year started to Present

In one or two brief sentences, describe your current employer including the kind of product or service they provide, size of business by annual sales, number of employees, and location.

Position Title Year started to Present

In a brief paragraph of no more than 3 sentences, describe your current position and responsibilities including the number of people supervised. Never use I, my, we, our, etc. Make sure you use third party phrases. For example:

Responsible for all financial reporting, cost accounting, budgeting, and forecasting for this plant operation. Supervise a staff of three professionals and two clerical people.

Be specific. The duty you leave out may be the one thing the person reading the resume is looking for.

Accomplishments

- After describing your job responsibilities, outline three or four accomplishments in your present position using bullet points.
- Do this for each position you have held. Each accomplishment should be one sentence.

- The person reading your resume is more interested in ways you have improved efficiency, solved problems, and saved the company money than they are learning about good citizenship awards.

CHRONOLOGICAL RESUME FORMAT,

Always put your name and page number at the top of every page

- Focus your comments on letting the reader know what you've accomplished for your employer that is of tangible benefit.

*Remember: **EMPLOYERS HIRE PEOPLE TO SOLVE PROBLEMS!** This is the place on your resume where you illustrate your ability to do so. Make sure to indent or bullet your accomplishments so that they are easily distinguished from your duties.*

If you have not held other positions with your current employer move on to your previous employer. If you have held additional positions with your current employer repeat the same format you followed with your current position. First list the position, location, and employment dates. Then give a summary of your duties followed by two or three accomplishments.

Once you have completed this process for the positions you have held with your current employer, repeat the process for previous employers.

Previous employer Year started to Year ended Briefly describe the company

Position and location

Briefly describe your position and responsibilities as you did with your current employer. Be sure to use the past tense and always use the third person. List two or three accomplishments.

- Accomplishment
- Accomplishment
- Accomplishment

PREVIOUS EXPERIENCE

If you have had a number of positions during your career and you are faced with having a resume longer than two pages, summarize your experience after the past ten to fifteen years in a paragraph. If you can fit all of your experience on a two page resume that would be best.

EDUCATION

Degree, Major College or University, Date of graduation Degree, Major College or University, Date of graduation Degree, Major College or University, Date of graduation

Example

MBA

Harvard University June 2005

CHRONOLOGICAL RESUME FORMAT,

PROFESSIONAL AFFILIATIONS

List professional organizations or associations you belong to for example:
American Institute of CPA's

Society of Automotive Engineers

SPECIAL SKILLS

Software programs you have mastered or languages you **speak fluently** other than English.