**FULL** NAME

**PHONE NUMBER**

EMAIL ADDRESS

LINKEDIN INFO

ADDRESS

**CURRENT JOB TITLE**

****

**PROFESSIONAL PROFILE**

A **profile** on a **resume** is a written statement located at the top of your **resume** that briefly highlights the experience and skills you bring to the position. It also lists achievements or accomplishments made at your current or previous role. This is a powerful resume introduction that gives hiring managers a detailed look at your job-related skills and expertise. This is essentially your “elevator pitch” through which you introduce yourself and your main goal is to grab the attention of the hiring manager by highlighting your relevant qualifications. Professional profiles are great when uploading your resume to a job search sites and networking resumes. We recommend not going over five points in your professional profile because you risk losing the attention of the hiring manager. To maintain readability, aim for 500 characters or less.

**WORK EXPERIENCE**

**JOB TITLE**

**COMPANY NAME | CITY, STATE | (include # of years worked # Years | Start Date - Present or End Date**

Include an overall statement of what you do in this position, and any other important highlights that showcase your skill set or awards, certifications, etc. If you have a position based on results, add results or numbers necessary to clearly show the value you bring to this organization and position. List your most recent experience level first and work your way back.

* Consider 3-4 of your greatest achievements. With keywords from the job description in mind, think of a few of the most impactful contributions you made in each of the roles you held. Employers are more interested in the value you have demonstrated than the tasks or job duties you were responsible for.

Lead each bullet point with strong action verbs and write in clear and concise sentences in this section. Avoid cliches, buzzwords, and show personality. Since you can customize your resume for each job application, make sure the information is relevant each time. Examples include:

* + Created….
	+ Developed….
	+ Responsible for….
	+ Pioneered and coordinated…
	+ Assisted in growth to the company by….
* Measure your impact with numbers and/or results. There are at least three different ways to measure your work:
	+ People – did you lead a group or make it possible for a task to be done by few people?
	+ Time – did you speed up processes or achieve a result quickly? How quickly?
	+ Money – did your work lead to sales, revenue or cost savings?
* The description for your most recent job should be the most detailed.

**JOB TITLE**

**COMPANY NAME | CITY, STATE | (include # of years worked # Years | Start Date - End Date**

Same points as outlined above. Include an overall statement of what you do in this position, and any other important highlights that showcase your skill set, awards, certifications, and/or results that brought value to this position.

* More action verbs to consider using:
	+ Analyzed the customer needs and interests…
	+ Determined …
	+ Probed, presented & closed…
	+ Resolved…

**WORK EXPERIENCE**

**JOB TITLE**

**COMPANY NAME | CITY, STATE | (include # of years worked # Years | Start Date - End Date**

Same points as outlined on previous page. Include an overall statement of what you do in this position, and any other important highlights that showcase your skill set, awards, certifications, and/or results that brought value to this position.

* More action verbs to consider using:
	+ Managed…
	+ Supervised…
	+ Conducted….
	+ Performed….

**EDUCATION**

**NAME OF COLLEGE | CITY, STATE| YEAR GRADUATED**

**MAJOR:** Degree is outlined here **MINOR:** Highlight your minor here **AWARDS**: If applicable

**NAME OF HIGH SCHOOL | YEAR GRADUATED**

How you include your education on your resume depends on when or if you have graduated. If you’re a college student or recent graduate, your college education is typically listed at the top of your resume. When you have work experience, the education section of your resume is listed below your employment history.

**REFERENCES**

** NAME SURNAME**

**Company Name**

**Job Role**

**Email Address**

**Phone No**

** NAME SURNAME**

**Company Name**

**Job Role**

**Email Address**

**Phone No**

** NAME SURNAME**

**Company Name**

**Job Role**

**Email Address**

**Phone No**

** NAME SURNAME**

**Company Name**

**Job Role**

**Email Address**

**Phone No**