

Use the name that you are called, not full legal name. Mailing address is not necessary, just city, state, zip. Two phone numbers if you can and a web link to your LinkedIn profile.

NAME

Address | City, State zip
Email
Phone #1 | Phone #2
LinkedIn URL

Remember, a resume is a sales tool to sell YOU! This is not a place to document everything you have ever done professionally. The resume won't get you a job, but hopefully an interview!

SUMMARY

The career summary statement, the preferred introduction for your resume, sets the tone and organizes the information for the reader in advance. The summary draws from the body of the resume key words, industry-specific terms and core skills – all of which provide a brief (ideally no more than three - four lines), powerful statement of your professional brand, value and credentials. The remaining body of the resume supports and enhances the career summary statement and provides, in detail, your specific accomplishments and training. You can also include a list of 6-9 functional skills that differentiate you, but some hiring managers skip these.

- Skill /keyword
- Skill
- Skill
- Skill
- Skill
- Skill
- Skill

Use keywords throughout; say the same thing in different ways: sales, business development, cold calling, prospecting, etc.

PROFESSIONAL EXPERIENCE

COMPANY #1 NAME – Location year-year (or MM/YY – MM/YY; just be consistent)
One or two line description of the scope, size, revenue, products, and geographic presence of the company.

Job Title #1 (2010 – 2013)

Two or three sentences that provide an overview of your day-to-day responsibilities, a description of team leadership and supervisory duties and perhaps the title of the person to whom you reported.

- Accomplishment (action + result)
- Accomplishment (action + result)
- Accomplishment (action + result)
- Accomplishment (action + result)

Notice how you can show your promotions and advancement through the organization all under the same company. Highlight your consistency.

Job Title #2 (2006 – 2010)

Two or three sentences that provide an overview of your day-to-day responsibilities, a description of team leadership and supervisory duties and perhaps the title of the person to whom you reported.

- Accomplishment (action + result)
- Accomplishment (action + result)
- Accomplishment (action + result)
- Accomplishment (action + result)

Do not rely on spell check to catch everything. Have several trusted friends read your document.



A CPI PARTNER

Every statement on your resume should have a \$, # or % tied to it, if possible. Avoid simply listing job description statements; instead, tell what you delivered for the employer.

COMPANY #2 NAME – Location

1995 – 2006

One or two line description of the scope, size, revenue, products, and geographic presence of the company.

Job Title #1

Two or three sentences that provide an overview of your day-to-day responsibilities, a description of team leadership and supervisory duties and perhaps the title of the person to whom you reported.

- Accomplishment (action + result)
- Accomplishment (action + result)
- Accomplishment (action + result)
- Accomplishment (action + result)

If you didn't graduate, tell how many hours you completed and highlight coursework related to the job you are seeking and work you have done. If you did be sure to say "graduated" or "degree".

EDUCATION

Degree, Major, Name of School, Location (**NO DATES**)
(If you didn't graduate, tell the number of hours completed.)

PROFESSIONAL ASSOCIATIONS

List professional associations and highlight leadership roles

CERTIFICATIONS / TRAINING: This goes **BELOW** Education and similar guidelines apply.

Former military service members tend to have had training / certifications that might be relevant here.

Don't just offer a laundry list of memberships (i.e. chamber of commerce), tell me what committee you served on. If you didn't serve or lead, it may not be worth including.

Two pages in length max or it better be interesting. Some IT, legal or other professionals may need to tell more. Universities teach one page resumes to new grads. Once you have 2+ years of experience, you should be at least touching the second page.

DIFFERENTIATE! If you list only your job duties, employers can't tell what you uniquely bring. What problem do you solve? What makes you better than another candidate?

Do not rely on spell check to catch everything. Have several trusted friends read your document. Repeat. This is critical.

Save your document and name it after **YOU!** First_Last_MMY is a good format for naming. You can add the employer's name to which you are applying if you customized.



Exceptions? There are almost always exceptions to every guideline about resumes. It can be maddening! This is **YOUR** document so you must be comfortable with it.