



[Your Name]

[Street Address] New York, NY 55900, H: 555-555-5555, C: 333-333-3333  
yourname@vmail.com

## Profile

Write concise statement about your job profile, skills and experience and what you have to offer company.

A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

## Experience

**2008 to Present**

**ABC CLINIC, New York, NY**

### Registered Nurse

- Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.
- Focus your job experiences that are relevant to a specific position you are applying for.

**2005 to 2008**

**DEF Hospital, New York, NY**

### Staff Nurse

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

## Skills

Write bullet statements summarizing your relevant strengths such as experience and skills. You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.

Prioritize the skills in this section so that the most relevant one comes first.

## Education & Licensure

**[Degree]**, [University Name], [Location], [Year of Graduation]

**[License]**, [State Location], [Year]

## Professional Courses & Meetings

List related professional courses and certifications received that are relevant to the targeted job.

## Languages

- English
- Spanish
- French

[Your Name]

[Street Address] · New York, NY 55900

Phone: (333) 333-3333 · Email: yourname@vmail.com

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## EMERGENCY ROOM NURSE

Write concise statement about your job profile, skills and experience and what you have to offer company.

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## Qualifications and Capabilities

Write three or four bullet statements summarizing your relevant strengths such as experience, skills, and personality traits.

- Prioritize the statements in this section so that the most relevant one comes first.
  - You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.
- 

## Professional Experience

ER Nurse, 2008 to Present

**ABC Clinic, New York, NY**

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

- Focus your job experiences that are relevant to a specific position you are applying for.

RN Nurse, 2004 to 2008

**DEF Hospital, New York, NY**

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
  - Prioritize the statements under each Job Title section so the most recent one comes first.
- 

## Education & Professional Training

List educational degrees and institutions you've graduated from.

List related professional courses and certifications received that are relevant to the targeted job.

[Degree],	[School Name],	[Location]	[Year of Graduation]
[Course Detail],		[Location]	[Year]

[Your Name]

C: (555) 555-5555, H: (444) 444-3333  
yourname@vmail.com  
[Street Address], New York, NY 55900

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## Profile

**Write concise statement about your job profile, skills and experience and what you have to offer company. A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.**

## Skills

Write three or four bullet statements summarizing your relevant strengths such as experience, skills, and personality traits.

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## Experience

**ABC CLINIC    New York, NY**  
**Registered Nurse**

**2008 to Present**

- Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.
- Focus your job experiences that are relevant to a specific position you are applying for.

**ABC Hospital    New York, NY**  
**Staff Nurse**

**2004 to 2008**

- Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.
- Focus your job experiences that are relevant to a specific position you are applying for.

## Education & Licensure

List educational degrees and institutions you've graduated from.

**[Degree]**                      [University Name], [Location]                      [Year of Graduation]

**[License]**                      [Location]                      [Year]

## Professional Courses

List related professional courses and certifications received that are relevant to the targeted job.

## Languages

- English
- Spanish
- French

[Your Name]

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## Financial Services Executive

M&A ▼ Investment Banking ▼ Venture capital ▼ Private Equity

Write concise statement about your job profile, skills and experience and what you have to offer company. A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

## COMPETITIVE ADVANTAGES

Write bullet statements summarizing your relevant strengths such as experience and skills. You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.

Prioritize the skills in this section so that the most relevant one comes first.

Expertise1 ... Expertise2 ... Expertise3 ...

Expertise1 ... Expertise2 ... Expertise3 ... Expertise1 ... Expertise2 ... Expertise3

## PROFESSIONAL EXCELLENCE

### FINANCIAL SERVICE EXECUTIVE | ABC Company, New York, NY 2008 to Present

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

#### Notable Accomplishments:

- Achievement 1
- Achievement 2

### FINANCIAL SERVICE DIRECTOR | DEF Company, New York, NY 2002 to 2008

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

#### Notable Accomplishments:

- Achievement 1
- Achievement 2

## EDUCATION

[Degree], [University Name], [Location],  
[Degree], [University Name], [Location],

[Year of Graduation]  
[Year of Graduation]

# [Your Name]

[Street Address] New York, NY

Email: yourname@vmail.com

Phone: (555) 555-5555, Mobile: (333) 333-3333

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## **\* GENERAL MANAGER \***

### **Business Management | Change Management**

Write concise statement about your job profile, skills and experience and what you have to offer company.

A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

## **SELECTED PERFORMANCE HIGHLIGHTS**

**Write bullet statements summarizing your key strengths and achievements.**

**Prioritize the accomplishment you specify in this section so that the most relevant one comes first.**

☒ Point 1

☒ Point 2

☒ Point 3

## **PROFESSIONAL CAREER CHRONOLOGY**

JOB TITLE | ABC COMPANY, NEW YORK, NY

2008 – Present

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

JOB TITLE | DEF COMPANY, NEW YORK, NY

2007 – 2008

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

## **EDUCATION**

List educational degrees and institutions you've graduated from. List related professional courses and certifications received that are relevant to the targeted job.

**[Degree]**

[University Name], [Location],

[Year of Graduation]

**[Degree]**

[University Name], [Location],

[Year of Graduation]

# [Your Name]

[Street Address] New York, NY 55900 ■ [yourname@vmail.com](mailto:yourname@vmail.com) ■ 555.555.5555

## ■ Profile Summary

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**Provide** concise statement about your job profile, skills and experience and what you have to offer company.

A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

Write bullet statements summarizing your relevant strengths such as experience and skills.

- ✓ You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.
- ✓ Prioritize the skills in this section so that the most relevant one comes first.

## ■ Work Experience

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**Job Title** | Company Name, New York, NY, 2008 to Present

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

**Notable Accomplishments:**

- Achievement 1
- Achievement 2

**Job Title** | Company Name, New York, NY, 2002 to 2008

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

**Notable Accomplishments:**

- Achievement 1
- Achievement 2

## ■ Education

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List educational degrees and institutions you've graduated from. List related professional courses and certifications received that are relevant to the targeted job.

[Degree], [University Name], [Location],  
[Degree], [University Name], [Location],

[Year of Graduation]  
[Year of Graduation]

[Your Name]

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## MARKETING MANAGEMENT

Write concise statement about your job profile, skills and experience and what you have to offer company. A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

## PROFESSIONAL SKILLS

Write bullet statements summarizing your relevant strengths and educational qualifications. You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.

### Competencies:

*Prioritize the skills in this section so that the most relevant one comes first.*

- Skill
- Skill
- Skill

## WORK EXPERIENCE

**Job Title, Company Name,** New York, NY

2011 to Present

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

*Focus your job experiences that are relevant to a specific position you are applying for.*

- **Experience 1**
- **Experience 2**

**Job Title, DEF Company,** New York, NY

2010 to 2011

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

*Focus your job experiences that are relevant to a specific position you are applying for.*

- **Experience 1**
- **Experience 2**

## EDUCATION

[Degree], [University Name], [Location], [Year of Graduation]

[License], [State Location], [Year]