

Your Name

[Street Address], New York, NY 55900

Home: (555) 555-5555

email: yourname@vmail.com

Cell: (444) 444-4444

PROFESSIONAL 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.

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.

PROFESSIONAL EXPERIENCE

[Company Name]

New York, NY

Job Title

2007 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.

- 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.

[Company Name]

New York, NY

Job Title

2004 to 2007

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

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

YOUR NAME

[Street Address] | New York, NY 55900 | 555-555-5555 | yourname@vmail.com

MANAGEMENT CONSULTANT - BUSINESS ANALYST

New Business Development | Business Planning | Business Analytics | Marketing Strategy
Creating Strategic Roadmaps | Managing Mission-Critical Projects | Building Profitable Alliances

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

EXPERIENCE & ACCOMPLISHMENTS

[Company Name]

New York, NY, 2008-Present

Management Consultant & Program Specialist

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- 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.

[Company Name]

New York, NY, 2006-2008

Business Analyst

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

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 - 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.
-

ACADEMIC QUALIFICATIONS

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]

[Full Name]

[Street Address] New York, NY 55900 ♦ Home: 555-555-55555 ♦ Cell: 333-333-33333 ♦
yourname@vmail.com

Sales Executive

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.

Core Competencies -

- ♦ Skill1
- ♦ Skill2
- ♦ Skill3
- ♦ Skill1
- ♦ Skill2
- ♦ Skill3
- ♦ Skill1
- ♦ Skill2
- ♦ Skill3

Professional Experience

Sales Manager [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.

Delivered Results

- ♦ Achievement 1
- ♦ Achievement 2

Sales Coordinator [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.

Key Projects

- ♦ Project1
- ♦ Project2

Sales Assistant [Company Name] New York, NY 2000 to 2002

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.

- ♦ Achievement 1
- ♦ Achievement 2

Education

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

[Your Name]

[Street Address] ♦ New York, NY 55900

Phone: 555-555-5555 ♦ yourname@vmail.com

SENIOR OPERATIONS MANAGEMENT EXECUTIVE
Cross-Industry Experience, Strategic Operations 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.

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

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- Prioritize the skills in this section so that the most relevant one comes first.
- Strengths in:
 - Capability
 - Capability
 - Capability
 - Capability
 - Capability
 - Capability

PROFESSIONAL EXPERIENCE

[Company Name] New York, NY

2006 to Present

Chief Operating Officer

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.

Selected Results:

- Result
- Result
- Result

[Company Name] New York, NY

2004 to 2006

Senior Operations Manager

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.

Selected Results:

- Result
- Result
- Result

EDUCATION

[Degree],

[University Name], [Location],

[Year of Graduation]

[Degree],

[University Name], [Location],

[Year of Graduation]

[Your Name]

[Street Address] New York, NY 55900 ♦ H:555-555-55555 M: 333-333-33333 ♦ yourname@vmail.com

SENIOR INTERNATIONAL MARKETING EXECUTIVE
Vast Experience in Establishing International Presence

COMPETITIVE ADVANTAGES

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

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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 EXPERIENCE

GLOBAL MARKETING DIRECTOR | [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.

Delivered Results:

- Achievement 1
- Achievement 2

SENIOR MARKETING MANAGER | [Company Name], New York, NY, 2002 to 2008

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. Follow the tips mentioned above.

Prioritize the statements under each Job Title section so the most recent one comes first.

Delivered Results:

- 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 55900 ♦ CELL: 555-555-5555 ♦ yourname@vmail.com

BUSINESS DEVELOPMENT EXECUTIVE

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.

- Expertise1
- Expertise2
- Expertise3
- Expertise1
- Expertise2
- Expertise3
- Expertise1
- Expertise2
- Expertise3

SELECTED ACCOMPLISHMENTS

Write bullet statements summarizing your strong background, achievements 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 this section so that the most relevant factor comes first.

- ▶ Achievement 1
- ▶ Achievement 2

PROFESSIONAL EXPERIENCE

[Company Name] New York, NY **2008 to Present**
Sr. Business Technology Director

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.

- Initiative 1
- Function 2

[Company Name] New York, NY **2002 to 2008**
Business Development Manager

- 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. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most recent one comes first.

EDUCATION

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

[Year of Graduation]
[Year of Graduation]

[Your Name]

[Street Address] ♦ New York, NY 55900 ♦ CELL: 555-555-5555 ♦ yourname@vmail.com

BANKING PROFESSIONAL

PROFILE

Write concise statement about your job profile, skills and experience and what you have to offer company.
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- Expertise1
 - Expertise2
 - Expertise3
 - Expertise1
 - Expertise2
 - Expertise3
 - Expertise1
 - Expertise2
 - Expertise3
-

CAREER PROGRESSION

ABC BANK, New York, NY 2008 to Present

Assistant Banking Center Manager

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.

Slected Accomplishments:

- Achievement 1
- Achievement 2

DEF BANK, New York, NY 2002 to 2008

Personal Senior Banker

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.

- Achievement 1
- Achievement 2

PROFESSIONAL DEVELOPMENT

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]

LANGUAGES

- English
- Greece
- Spanish

COMPUTER SKILLS

- Ms Office, Lotus Notes