

[Your Name]

☎ (555) 555-5555 ✉ yourname@vmail.com

[Street Address] New York, NY 55900

SENIOR EXECUTIVE
CEO / PRESIDENT / VICE PRESIDENT

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.

- Accomplishment 1
 - Accomplishment 2
 - Speciality 1
 - Speciality 2
 - Skill 1
 - Skill 2
-

EXECUTIVE HIGHLIGHTS

Write 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.

CAREER CHRONOLOGY

Company Name, New York, NY

2008 to Present

CEO / PRESIDENT

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

1998 to 2008

VICE PRESIDENT

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.
-

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.

| | | |
|-------------------------------|-----------------|----------------------|
| [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

EXECUTIVE SUMMARY

Leadership | Change Management | Integrity

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 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.

AREAS OF EXPERTISE

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

PROFESSIONAL EXPERIENCE

[Company Name], New York, NY

2008 to Present

[JOB TITLE]

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

2002 to 2008

[JOB TITLE]

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

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

[Year of Graduation]
[Year of Graduation]

Special Event Coordinator

Conferences - Client Workshops - Marketing Events
Receptions - Official Openings

► [Your Name]

[Street Address] New York, NY 55900
yourname@vmail.com
Phone: 555.555.5555

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 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.

Academic Qualifications

List educational degrees and institutions you've graduated from.

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

Experience & Accomplishments

► [Company Name], New York, NY 2005–Present
Job Title

Key Contributions: 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

► [Company Name], New York, NY 2000–2005
Job Title

Key Contributions: 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

Awards

Technical Skills

MS Office - HTML - CRM

[Your Name]

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

Office Manager

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.

Key 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.

Skill1
Skill2

Skill1
Skill2

Skill1
Skill2

Experience

[Company Name], New York, NY **2008 to Present**

Office 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.

- 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 **2002 to 2008**

Administrative Assistant

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

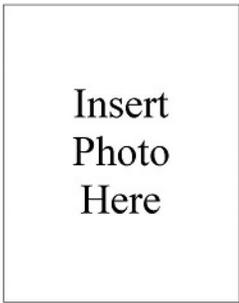
- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

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

[Year of Graduation]
[Year of Graduation]



[Your Name]

[Street Address] ♦ New York, NY 55900 ♦ H: (555) 555-5555 C: (444) 444-4444
yourname@vmail.com

RETAIL SALES AND CUSTOMER SERVICE MANAGER

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 and EXPERTISE

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

General Sales Manager ♦ 2008 to Present

Company Name, 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.

Achievements:

- Achievement 1
- Achievement 2
- Achievement 3

Retail Customer Service Representative ♦ 2002 to 2008

Company Name, New York, NY

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

Awards Received:

- Award 1
- Award 2

EDUCATION & 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]
[Course Detail], [Location]

[Year of Graduation]
[Year]

[YOUR NAME]

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

SALES EXECUTIVE

Creative ~ Insightful ~ Innovative ~ Organized ~ Assertive

~ Senior Strategic Account Executive: Manages the entire sales process to ensure delivery against key performance metrics. ~

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

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.

- Point 1
 - Point 2
 - Point 3
 - Point 4
 - Point 5
 - Point 6
-

NOTABLE CAREER HIGHLIGHTS

Include accomplishments section on your resume.

- **Quantify** Achievements
 - **Keep** it simple
 - **Include key terms** of the industry of your interest.
-

PROFESSIONAL EXPERIENCE

[Company Name], New York, NY

2008 to Present

Job Title

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

2005 to 2008

Job Title

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

[Degree]

[University Name], [Location],

[Year of Graduation]

[Degree]

[University Name], [Location],

[Year of Graduation]