

[Your Name]

☎ (555) 555-5555 ✉ yourname@vmail.com

[Street Address] New York, NY 55900

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**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.

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**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

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## EXECUTIVE SUMMARY

**Leadership | Change Management | Integrity**

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

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## AREAS OF EXPERTISE

- |              |              |              |
|--------------|--------------|--------------|
| • Expertise1 | • Expertise1 | • Expertise1 |
| • Expertise2 | • Expertise2 | • Expertise2 |
| • Expertise3 | • Expertise3 | • Expertise3 |

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## 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.

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## 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 Job Title	2005–Present
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**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 Job Title	2000–2005
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**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

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## Office Manager

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

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## Key Skills

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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.

Skill1  
Skill2

Skill1  
Skill2

Skill1  
Skill2

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## Experience

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**[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.

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## 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]

Insert  
Photo  
Here

## [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.
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## **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

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## 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.

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## 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.
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## 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]