

[Your Name]

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

IT PROJECT 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.

HIGHLIGHTS OF QUALIFICATIONS & 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

● Skill3

● Skill4

● Skill5

● Skill6

● Skill7

● Skill8

● Skill9

Professional Experience

[Company Name]

New York, NY

2008 to Present

IT PROJECT 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

1998 to 2008

IT ARCHITECT SPECIALIST

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. Follow the tips mentioned above.
- 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]

[Your Name]

[Street Address] New York, NY 55900

H: 555-555-5555, C: 333-333-3333

yourname@vmail.com

CHIEF FINANCIAL OFFICER

Financing ~ Management Development ~ Strategic Planning

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

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Additional capabilities -

- | | | |
|--------------|--------------|--------------|
| • Capability | • Capability | • Capability |
| • Capability | • Capability | • Capability |
| • Capability | • Capability | • Capability |

EDUCATION, CERTIFICATIONS & LICENSURE

- Certification, [Institution], [Date]
- Certification, [Institution], [Date]

PROFESSIONAL EXPERIENCE

Company Name New York, NY 2008 to Present

[Job Title], [Dates]

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Selected Accomplishments:

- Achievement 1
- Achievement 2

Company Name New York, NY 2002 to 2008

[Job Title]

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

Selected Accomplishments:

- Achievement 1
- Achievement 2

[Your Name] [Street Address] New York, NY 55900 • (H) 555-555-5555 • (C) 555-555-5555 • [Email]

PRODUCT MARKETING MANAGER

Guiding Strategic Planning ~ Cross-functional team management experience
Heavy background in identifying market segments, potential markets trends and niches
Bilingual

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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.

- Market Strategic Planning
 - Marketing & Product Development
 - Campaign Leadership
-

PROFESSIONAL EXPERIENCE

[Company Name] – New York, NY

2009 to Present

[Company Detail]

[Job Title]

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[Company] – New York, NY

2006 to 2009

[Company Detail]

[Job Title]

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

EDUCATION

2002 - 2008 [Degree]

[Institution]

2000 - 2002 [Degree]

[Institution]

[YOUR NAME]

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

SYSTEM ENGINEER

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

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-

PROFESSIONAL EXPERIENCE

[Company Name], New York, NY

2010–Present

[Job Title]

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[Company Name], New York, NY

2006–2010

[Job Title]

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- 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]

[YOUR NAME]

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OVERVIEW

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IMMEDIATE VALUE OFFERED

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.

Skill 1 • Skill 2 • Skill 3 • Skill 4

EMPLOYMENT EXPERIENCE

[Job Title], [Company Name], New York, NY

2010–Present

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[Job Title], [Company Name], New York, NY

2010–Present

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

EDUCATIONAL QUALIFICATIONS

2002 - 2008

[Degree]

[Institution]

2000 - 2002

[Degree]

[Institution]

[Your Name]

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PROFILE

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PROFESSIONAL EXPERIENCE

2008 - 2011 [Company Name] New York, NY

[Job Title]

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

2007 - 2008 [Company Name] New York, NY

[Job Title]

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

EDUCATION

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

[Year of Graduation]

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

[Year of Graduation]

PROFESSIONAL SKILLS COURSES

2005 - 2009 [course Name]

[Institution]

Details

2009 - 2010 [course Name]

[Institution]

Details

LANGUAGES AND TECHNICAL SKILLS

Fluent

Languages

Intermediate

Languages

Basic

Languages

IT Skills

Competent with MS Office