

[Your Name]

[Street Address] ♦ New York, NY 55900

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

SENIOR MANAGEMENT EXECUTIVE

Change Management ♦ Business Solution ♦ Leadership ♦ Team Building

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.

~ Specialty ~ Specialty ~ Specialty

**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.

**Business
Development**

Selected Achievements and Contributions

- ♦ 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 📞 Home: 555-555-55555, Cell: 333-333-33333
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.

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]

Key Skills

Skill1, Skill2

Skill3, Skill4

Related Experience

2011 to Present **[Company Name], New York, NY**
[Job Title]

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.

2010 to 2011 **[Company Name], New York, NY**
[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.

Honours & Activities

- ♦ Activity
- ♦ Activity
- ♦ Activity

[Your Name]

[Street Address]
New York, NY 55900

yourname@vmail.com

H: 555-555-55555
C: 333-333-33333

Business Development Manager

Develop/Implement Growth Opportunities

- ▶ 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.

Business Development Qualifications

- | | | |
|----------|----------|----------|
| ✓ Skill1 | ✓ Skill1 | ✓ Skill1 |
| ✓ Skill2 | ✓ Skill2 | ✓ Skill2 |
| ✓ Skill3 | ✓ Skill3 | ✓ Skill3 |

Professional Highlights

[Company Name], New York, NY

2008 to Present

Business Development Director

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

Business Growth

- ▶ 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.

Business Analysis

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

Campaign Management

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

[Your Name]

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

IT SYSTEMS - NETWORK ADMINISTRATOR

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.

AREAS OF EXPERTISE ACADEMIC QUALIFICATIONS

Computer Networking | Server Administration | Microsoft Servers | LAN Administration | Terminal Server
TCP/IP | DHCP | VPN | DNS | Active Directory | Cisco Firewall Security | Windows Server | VoIP | Data Center | SQL

PROFESSIONAL EXPERIENCE

[Company Name]
2010 to Present

Network Administrator

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]
2006 to 2010

Network Administrator

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.

[Degree]

[University Name], [Location]

[Year of Graduation]

[Degree]

[University Name], [Location]

[Year of Graduation]

[YOUR NAME]

[Street Address] ♦ New York, NY 55900
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SALES & MARKETING 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.

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.

Core Skills & Expertise :

- | | | |
|----------------------------|----------------------------|-----------------------------|
| ♦ Business Development | ♦ SEO/SEM | ♦ Customer Relationships |
| ♦ Online/Digital Marketing | ♦ Marketing Communications | ♦ Contract Negotiations |
| ♦ Direct Marketing | ♦ Niche Market Development | ♦ Team Training & Mentoring |
| ♦ Sales Management | ♦ Branding | ♦ Niche Market Development |
-

PROFESSIONAL EXPERIENCE

[Company Name], New York, NY 2004 – Present

INTERNATIONAL SALES MARKETING 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 2000 – 2004

MARKETING MANAGER

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

- ♦ 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
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]