**Name Here**phone | email | [http://www.linkedin.com/yoururlcustomized](http://www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en) (or scan QR Code)

***Seeking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ company***

**CAREER SUMMARY**

Dedicated Consultant and Project Management Professional with 15 years of experience leading cross-functional teams and delivering solutions to complex business problems for clients in healthcare and education sectors. Specialize in diverse technology initiatives including system migrations and software implementation. Skilled in collecting and analyzing data to deliver recommendations to senior leadership. Excellent communicator with proven success collaborating with multiple agile teams to coordinate and deliver projects from inception to rollout within tight budgets and timeframes.

* Spearheaded 10 major multiyear projects for Fortune 500 clients and oversee staff of 150 located in 3 countries.
* Served as a keynote for 5 national and regional industry conferences.
* Published 10 articles in top tier journals.
* Earned MBA from ABC University and Master of Science in Engineering from \_\_\_\_\_\_\_\_\_\_\_ university.

**AREAS OF EXPERTISE**

This section is what makes the hybrid resume version….

**Leadership**

* Include 2-4 summary bullets per skill area pulling experience from across your career.
* This is a great way to highlight skill areas that may not be completely obvious from your experience below

**Data Analytics**

* Be sure to include the technology you used as well, such as SQL, Python or R and context
* Include your regular reverse chronological experience listing below

**Operations Experience**

* Use your target job description to figure out which skills to highlight here
* Remember to start with a strong action verb and quantify in these bullets to demonstrate the extent of your impact

**PROFESSIONAL EXPERIENCE**

**COMPANY NAME** - City, State **Month Year - Month Year**

***Position Title***

• Start each bullet with a strong action verb – google “resume verb list” for ideas

• Focus on your impact, not just duties

• For your current role, use present tense verbs. For past roles, use past tense verbs. Most recent roles go first.

• Quantify in your descriptions – how much, how many, how often – it shows the scope of your achievements

• This style is good for when you have long company or title names that won’t fit together on one line

• Use consistent formatting; Use month and year in dates. If it’s still going then it’s Month Year – Present

• For the bullet points, I copy and paste these. They do not indent as much as the auto format ones, so you can fit more on a page.

**Achievements**

* Include a few key points (starting with action verbs) that highlight your impact. This is a great place to quantify.

**EDUCATION**

**SCHOOL NAME** – City, State **Month Year of Graduation**

***Bachelor of Arts in Psychology (cum laude)*** | Minor in Business Administration | Cumulative GPA: 3.75/4.00

• List scholarships, Dean’s List, honorary societies, mention if you were an athlete (spending 15+ hours a week practicing/games)

**PROFESSIONAL DEVELOPMENT**

List name of courses (online and in-person) – can be through your work or on your own

**VOLUNTEER EXPERIENCE**

Similar format to jobs – good for transferrable skills

**SPECIALTIES**

• Leadership

• Client Account Management

• Data Analysis

• Problem-solving

• Project Management

• Communications

• Business Development

• Operations

• Sales & Marketing

***Switch out skills to match ones in target job description. Be sure these skills are reflected in your experience below as well.***

**TECHNICAL SKILLS**

Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook), Canva, WordPress, Squarespace, Salesforce CRM

Add the skills you know – match to target job description if you know the software it mentions

**LANGUAGES**

Fluent in Spanish, Beginner in Mandarin – switch out the languages you know. You don’t need the language that the resume is written in unless it’s a keyword in the target job description.

**Additional sections that may apply to your experience…format same way as professional experience for Teaching, Research and Consulting**

**TEACHING EXPERIENCE**

**RESEARCH**

**CONSULTING EXPERIENCE**

**SPEAKING ENGAGEMENTS**

**PUBLICATIONS**