**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)

• Create your own QR code that takes employer to your LinkedIn Page - <https://qrcode.kaywa.com/>

• use free (static version), Copy QR image here, right click, size and position, wrap text “in front of text,” resize, and position above

• [www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en](http://www.linkedin.com/help/linkedin/answer/87/customize-your-public-profile-url?lang=en)

• Scan QR code with QR code reader on your phone

• Aim for 2 pages for this resume

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

**CAREER SUMMARY**

With the career summary, you want to avoid having a bunch of clichés in sentences that are so generic they could be on anybody’s résumé and apply to any job.

Instead, you start by saying…

• Dedicated or accomplished professional with \_\_\_\_ years of experience (I wouldn’t list more than 15 so you could say 15+ because you have to be careful of ageism).

• Specializing in \_\_\_\_\_\_\_\_\_\_\_and then other sentences could start

• Skilled in or proven success in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Excellent communicator known for leading cross functional teams of \_\_\_\_\_\_\_\_\_\_

You need more detail here to differentiate your résumé and your expertise. And, you really don’t even have to put the number of years, in fact many people don’t, so that’s up to you.

For example,

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.

Then, I usually add a few short bullet points with the arrows below the summary to highlight your 5 key selling points – like your greatest hits.

For example,

* 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.

**KEY SKILLS**

• 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.***

**PROFESSIONAL EXPERIENCE**

**COMPANY OR SCHOOL NAME** | ***Position Title*** | City, State **Month Year - Month Year**

• 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

***Another formatting style option – only use one or the other, not both styles of job formats***

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

***Position Title***

• 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.

**CERTIFICATIONS**

• **Name** – Certifying Agency

**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)

***For each section, list most recent items first – so master’s degree would go before a bachelor’s degree***

**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

**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**