

# Resume Format

*(Experienced Candidate)*

**NAME** Address City, State, Zip Home Phone Work Phone E-Mail

## **OBJECTIVE**

A concise statement that identifies the specific type of position you seek and what skills and competencies you offer.

*(Ex- Seeking a career in sales and marketing that requires strong networking skills, closing techniques, high level of energy, and polished verbal communication).*

## **SKILLS**

Skill Area (Ex- Sales & Marketing)

Specific accomplishments/experience that demonstrates ability in a selected and relevant skill area. Quantify. Use positive action verbs.

\* Select 2-5 summary statements from previous experience and education.

Additional Skill Area (Ex- Management & Organization)

-Support objective

*Ex- Three years of hiring, training, and daily supervision of five paraprofessional staff in a fast-paced service operation.*

*Ex- Responsible for management of \$10,000+ budget.*

*Ex- Managed project to evaluate, purchase, installs, and train staff on an automated inventory control system.*

## **EMPLOYMENT**

COMPANY NAME City, State

**JOB TITLE (Month 20\_\_ - Month 20\_\_)**

\* Functional responsibilities and specific accomplishments.

\* Use action words and quantify as much as possible.

\* Think deeply about all facets of the position.

\* Help make employers visualize you doing the job with success.

*Ex- Coded, tested, debugged, and implemented over seventy financial applications programs in C and COBOL. Provided user training and support.*

NEXT COMPANY City, State

**JOB TITLE (Month 19\_\_ - Month 20\_\_)**

\* Be sure you use reverse chronological order.

\* You may elect to select to list only those jobs that are relevant to your objective.

Label section "RELEVANT EXPERIENCE".

**EDUCATION**

INSTITUTION NAME City, State

**Degree or Curriculum Focus (Month 20\_\_)**

\* Relevant courses, labs, accomplishments, activities, affiliations, honors, GPA, certifications

PREVIOUS INSTITUTION (if applicable) City, State

**Degree or Focus (Month 19\_\_)**

**ADDITIONAL**

\* Anything that supports your candidacy for jobs that match your objective.

\* Sometimes share demographic information if it tells a positive story.

*Ex- Participate in 10K races and "Iron Man" competitions.*

*Ex- Willing to travel and/or relocate written and oral German skills.*

**REFERENCES**

Professional recommendations are available by request.