

FIRST & LAST NAME

PROFESSIONAL TITLE

City, State Zip 310-123-4567 email@email.com

EXECUTIVE SUMMARY

This section should present a quick summary of your experience, training, and highlight relevant skills for the role you're seeking. Many hiring managers and recruiters on average only spend a few seconds to review your CV the first time. Their primary aim at this point is to determine whether your application should be considered further. Think of this objective section as a place for a short, snappy paragraph that looks more like a profile and feels like an elevator pitch.

CORE COMPETENCIES

Including core competencies on your resume highlights your key skills and makes it easier for employers to see your qualifications. Use action-oriented words like "strategic planning," "problem solving," "leadership," and "project management" to demonstrate your strengths. This approach not only impresses hiring managers but also helps your resume pass through AI tools or bots that screen for relevant keywords, increasing your chances of being selected for further review.

PROFESSIONAL EXPERIENCE

Name of Company

start year-Present

Job Title

- In this section, you'll outline the responsibilities you held in this position.
- Make sure to customize this information to match the qualifications and requirements of the job you're applying for.
- Additionally, you should include quantified achievements, which means providing specific numbers or metrics to demonstrate the impact of your work.
- This helps managers understand the scope of your responsibilities and the results you achieved in this role, making you a stronger candidate for the position.

Accomplishments

List specific awards of achievements in this role

Name of Company

start year-end year

Job Title

Repeat from above

*List the numbers of jobs to show 10-15 years of experience

PROFESSIONAL DEVELOPMENT

Include relevant courses, certifications, workshops, or seminars to demonstrate to potential employers that you are proactive in staying updated with industry trends and enhancing your skill set. This not only reflects positively on your dedication to personal improvement but also signifies your readiness to adapt to evolving job requirements. Additionally, showcasing professional development on your resume can set you apart from other candidates by emphasizing your commitment to professional excellence and potential for contributing to the organization's success.

EDUCATION

List your most recent degree or certification, including the institution's name, major, and graduation date. Keep this section concise, providing more detail if you have limited work experience and less if you have extensive professional background.