

Resume Guideline

NAME (*Bold, 14 font*)
Street Address (*Optional*)
City State Zip (*No Zip if no Street Address*)
Telephone(s) *if cell indicate so*
Email (remove hyperlink)

OBJECTIVE (optional)
“just use a job title”
~~Seeking a challenging position in a dynamic, progressive that can~~

SUMMARY OF QUALIFICATIONS (*or desired job title*)

A summary of overall qualifications that support your professional objective. Include career highlights that encapsulates your experience, areas of expertise, specialization, technical or professional skills and traits. Might include number of years in industry or profession, credentials, special training. Target your language to the *future* audience, not the *past*.

For example:

- Proven track record as...
- Successful history of ...
- Demonstrated competence in...
- Results-oriented leader...
- High technical proficiency in...
- Reputation as

TECHNICAL SKILLS

(if individual contributor or hands on manager)

Category 1: Skill 1, Skill 2, etc...

Category 2: Skill 3, Skill 4, etc...

Category 3: Skill 3, Skill 4, etc...

PROFESSIONAL EXPERIENCE (*only last 15 years worth*)

COMPANY NAME, Location

19xx-2006

Most Recent Position Title (20xx-2006)

Describe your general responsibilities and functions performed. If company is not well known, include a brief phrase about the company.

- 3 – 6 bullets.
- *Examples* of accomplishments in your last position (2-3 lines), illustrating a problem/issue you resolved, what you did, and the impact on the company or department. Use action verbs (past tense,) and quantify if possible (saved \$X, decreased X%...).
- Not a comprehensive list of what you did, but **EXAMPLES** of projects/activities to highlight your capabilities, specific to your professional objective.
- For example: “Automated in-house systems for employers and clients increasing cash flow by 30%.”

Previous position same company (19xx-20xx)

Brief statement about general position responsibilities.

- Begin statement with an action verb (supported, developed, analyzed)
- Quantify results if possible (what was the impact or value to the company?) If possible, use performance measurements relevant to your target industry/position.

- Single sided only
- No picture
- 2 pages
- Margins:
1.1” Left
.8” Right
.5”-1” Top and Bottom
- Font: Times New Roman or Arial
- Font Size: 11 or 12; 14 for your name
- No *Italics* or Underscoring
- Bold, Uppercase and Center the SECTION TITLES
- Indent Bullets
- Left Align all other text text

PROFESSIONAL EXPERIENCE (continued)

COMPANY (continued)

- If continuation of previous position.

B.S., Higher Learning University, City, ST

19xx-19xx

Student, Full Time

Completed B.A. with honors

- Ensure there are no gaps in time. For example, “Completed bachelor’s degree 19xx-19xx” “Left to raise a family 19xx-19xx”

COMPANY NAME, Location

19xx-19xx

Title

Brief statement about general position responsibilities.

- For previous jobs, 1-3 bullets that are RELEVANT to your current professional objective.
- Accomplishments are SELECTIVE highlights; drawing attention to what the market is buying, and things you want to discuss in an interview (be prepared with a story!)

OTHER SIGNIFICANT EXPERIENCE (beyond 15 years; do not indicate years)**Title**, COMPANY NAME**Title**, COMPANY NAME**Title**, COMPANY NAME

- Drop experience over 15 years unless uniquely relevant to professional objective
- Can capture a series of jobs in a 2-3 line narrative; select 1-2 most relevant achievements.
- May select 1-2 most relevant achievements that you want to glean from older positions.

EDUCATION (or EDUCATION / PROFESSIONAL DEVELOPMENT)

M.B.A. (in progress), University of WhatsHappeningNow, City, ST

B.S., Higher Learning UniverSity, City, ST

A.A., Music/Art, Local Community College, City, ST

Certificate in Project Management, PMI

Workshops attended in Basic Supervisory Skills, Conflict Resolution

Additional technical training in SAP, Oracle, Financial planning

OTHER (PROFESSIONAL CERTIFICATIONS / AFFILIATIONS)

- May include a separate category for “Technical Skills / Training”
- ~~PERSONAL INFORMATION AND HOBBIES~~
- **Do** include information relevant to your objective, such as languages, licenses, certifications, memberships, publications (separate list if lengthy).

~~REFERENCES AVAILABLE ON REQUEST (no longer necessary)~~

REMEMBER:

- Your resume will go through several iterations as you work with LHH staff, and you evolve your thinking around your professional objective and supporting accomplishments.
- Keep your target market in mind. Ask yourself “*If I were the hiring manager... (what would I look for on the resume...?)*” Use keywords and phrases appropriate to your NEXT, not previous, employer or industry.
- For each accomplishment, ask yourself “*So what?*” (*why was this important?*) and “*Is this relevant to my professional objective?*”
- Format, font, layout, etc. are personal choices. Check LHH materials for additional style suggestions. Key considerations: **readability, clarity, and relevance** (for multiple audiences).