

Introduction

This document is intended to assist you in preparing an effective basic resume that provides potential employers with the information they need to know about your qualifications and experience.

The Heading

The heading should be a simple, concise section consisting of 5 elements:

1. Your Name. First, Middle Initial (if desired), Last.
 - a. All capital letters.
 - b. You may add a suffix, if it is of importance, such as:
 - i. Doctoral degree(s). Note: you do *not* use the prefix "Dr." when using the degree suffix.
 - ii. Master's degree(s): Only if *directly* relevant to the position, such as MPH, MSW, or fields where a Master's is the terminal degree level. NOT an MBA, for example, because there are so many of them and not a terminal degree.
 - iii. Certifications: Only important ones *directly* relevant to the position and the highest level of that certification (i.e. PMP, SPHR).
2. City & State. Do not list the entire address ~ the employer only wants to know if your will need relocation.
3. Phone Number. List your best number (often a cellular phone).
4. E-Mail Address. List your best e-mail (the one you pay the most attention to and will not miss a message).
5. Your LinkedIn Profile URL. If you are job-hunting, but not on LinkedIn, you are missing out!
 - a. People who screen resumes are often young (20's-30's) and grew up with technology. Having a link to your LinkedIn profile allows them to easily find out more about you.
 - b. Important note: Make sure your profile is up to date before applying for jobs!

The Summary

Much like on your LinkedIn profile, the Summary *sets the tone and provides context* for reading your resume. The summary should contain the following three elements:

1. A headline. This is much like the LinkedIn headline. Use 2-3 keywords that express you as a professional.
2. A *Tag Line*. What is your motto that relates to the position for which you are applying? A brief 4-6 word motto.
3. The most important parts of your *30-second elevator pitch* to set the context.

Key Accomplishments

This should highlight 3 or four of your most significant achievements. They should be results-based or include magnitude of accomplishment (such as size of large budget, large number of people supervised, etc.)

Skills and Expertise

This should be a listing of 9-12 key skills related directly to the position for which you are applying. Each entry should not exceed three words (i.e. *Social Media Marketing* or *Research and Analysis*).

- *Tip: Insert a table to keep columns neatly aligned.*

Professional Experience

This section should contain your experience in reverse chronological order (i.e. current or most recent position first). Each entry should reflect a standard format, so the reader may more easily scan the document:

Formal Title of Your Position

Year – Year

NAME OF COMPANY/ORGANIZATION – City, ST

One or two (max) lines describing what the company/organization does.

➤ One or two (max) lines describing your position/duties.

- 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.

Education

List education in reverse chronological order. If you have attended post-secondary education, do not include your high school information. Include the degree and the institution (*Don't include graduation dates*):

Degree Name (Abbreviation), Major, Second Major (if applicable)

College/University Name, City, ST

Professional Certifications

List your professional certifications, with the most relevant ones to the position for which you are applying first.

Name of Certification

Awarding Authority

Professional Affiliations

List your professional organization memberships that are relevant to the prospective job/industry. Use a bulletized list for this section.

Languages

If you speak any foreign languages, list them. *Note*: Don't forget to list English!

One Final Tip...

A resume should reflect your skills and experience as they relate to the position for which you are applying. With this in mind, gather the following things *before* you start writing:

- Complete description and requirements of the position for which you are applying
- A listing of your history of work experience for the last 20 years
- A listing of your education and certifications
- Your written-out *and practiced* 30-second elevator pitch

A template is included in the following two pages so you can see how the final product appears.



GLOBAL HEADQUARTERS

Dynamic Worldwide
4500 S. Lakeshore Dr.
Tempe, AZ 85282
Tel: 1.866.399.8287
Fax: 480.718.7902

RALEIGH, NC

Tel: 602.386.2083
Fax: 480.718.7902

LATIN AMERICA

Tel: +52.55.2789.0375
Cel: +1.480.282.2002
Fax: +1.480.718.7902

FIRST M. LAST

City, ST • Cell: 602.###.#### • e.mail@provider.com • www.linkedin.com/in/yourcustomurl/

<PRIMARY KEYWORD PROFESSIONAL HEADLINE>

Tag Line Goes here

THIRTY-SECOND ELEVATOR PITCH marketing yourself. Never use more than 20 years when summarizing experience, so you do not seem out-of-date right from the start.

Do not make this section of the summary exceed 4-5 lines. Remember, the reader will only take about 30-40 seconds to read it, so you want them to get the full picture!

My passion is ... finishing with a statement about your professional passion may be a good last impression for the summary...

KEY ACCOMPLISHMENTS

- Accomplishment #1
 - Accomplishment #2
 - Accomplishment #3
 - Accomplishment #4
-

SKILLS AND EXPERTISE

- | | | |
|---------|---------|---------|
| • Skill | • Skill | • Skill |
| • Skill | • Skill | • Skill |
| • Skill | • Skill | • Skill |
| • Skill | • Skill | • Skill |
-

PROFESSIONAL EXPERIENCE

Formal Title of Your Position

Year – Year

NAME OF COMPANY/ORGANIZATION – City, ST

One or two (max) lines describing what the company/organization does.

- One or two (max) lines describing your position/duties.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.

Formal Title of Your Position

Year – Year

NAME OF COMPANY/ORGANIZATION – City, ST

One or two (max) lines describing what the company/organization does.

- One or two (max) lines describing your position/duties.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.

Formal Title of Your Position

Year – Year

NAME OF COMPANY/ORGANIZATION – City, ST

One or two (max) lines describing what the company/organization does.

- One or two (max) lines describing your position/duties.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.

Formal Title of Your Position

Year – Year

NAME OF COMPANY/ORGANIZATION – City, ST

One or two (max) lines describing what the company/organization does.

- One or two (max) lines describing your position/duties.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.

Formal Title of Your Position

Year – Year

NAME OF COMPANY/ORGANIZATION – City, ST

One or two (max) lines describing what the company/organization does.

- One or two (max) lines describing your position/duties.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
 - 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.

EDUCATION

Degree Name (Abbreviation), Major, Second Major (if applicable)

College/University Name, City, ST

Degree Name (Abbreviation), Major, Second Major (if applicable)

College/University Name, City, ST

PROFESSIONAL CERTIFICATIONS

Name of Certification

Awarding Authority

Name of Certification

Awarding Authority

Name of Certification

Awarding Authority

Name of Certification

Awarding Authority

PROFESSIONAL AFFILIATIONS

- Organization Name (ACRONYM)
- Organization Name (ACRONYM)
- Organization Name (ACRONYM)
- Organization Name (ACRONYM)
- Organization Name (ACRONYM)
- Organization Name (ACRONYM)

LANGUAGES

- Language (Proficiency Level)
- English (Native proficiency)
- French (Conversational)
- Spanish (Studied)