

Resume Template

General Tips: Limit to 1 page with 10 years or less of professional experience
Use 2 pages with 10 + years of professional experience
Never exceed 2 pages. Use an addendum if listing projects or transactions.
Use action verbs to describe functions rather "Responsible for".
Don't describe responsibilities. Describe results.

Name

Address, City, Zip
Phone nbrs • Personal Email

SUMMARY

Three sentence summary that conveys who, what, when, where and why of your professional background – # years of experience, specialty, industry type, etc. Statements must be quantifiable not subjective..

EMPLOYMENT HISTORY

Current Employer

Title, Location

start –

Brief description of position using verbs to describe functions

- Bullet points using **actions** and **accomplishments**
- xx
- xx
- xx

Prior Employer #1

Title, Location

start – end date

Brief description of position using verbs to describe functions

- Bullet points listing **actions** and **accomplishments**
- xx
- xx

Prior Employer #2

Title, Location

start – end date

Brief description of position using verbs to describe functions

- Bullet points listing **actions** and **accomplishments**
- xx

EDUCATION *(list degrees by most current/highest level, followed by additional training/classes)*

School #1, degree, date

School #2, degree, date

Additional Training

AFFILIATIONS

Associations

Affiliations

Board Memberships