

## PROFESSIONAL SUMMARY

### PROFESSIONAL VALUE STATEMENT. Summarize your professional experience. 4-5 lines maximum.

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. Tell Using a summary statement isn't a must, but it can be a great way to set the hiring manager or recruiter's expectations. Include 4-5 lines of information that summarize your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

## SKILLS AND ACCOMPLISHMENTS

### KEY SKILLS:

- Performance Management
- Contracts Administration
- Training and Development
- Human Resources Administration
- Change Management
- Process Implementation
- Project Management Leadership
- Team Leadership
- Budget Development

### KEY ACCOMPLISHMENTS:

- ▶ Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
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## WORK EXPERIENCE

**COMPANY NAME | City, ST**

**Year-Year**

### JOB TITLE

- ▶ List up to 10-15 years of relevant work experience on your resume.
- ▶ Include responsibilities and experiences that align with the key skills and job requirements listed by the employer.
- ▶ Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet point.
- ▶ Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
- ▶ Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.
- ▶ EXAMPLE: Created social media and marketing strategies for company brand that grew client base by 65%.
- ▶ Negotiated and saved an at-risk client and successfully signed a 5-year deal that generated \$2M.
- ▶ Make sure you use Spell check upon completion.

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## EDUCATION

**Master of Business Administration**, Barnard College, New York, NY

**Bachelor of Arts**, Business Administration, University of New York, New York, NY