

MELISSA BIRD

PROFESSIONAL HEADER

(123) 456-1700 | youremail@email.com | LinkedIn

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. 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.

CORE COMPETENCIES

- Performance Management
- Cross Functional Collaboration
- Organizational Strategy and Planning
- Project Management
- Team Leadership and Development
- Process Implementation
- Project Implementation
- Training and Development
- Operational Leadership

PROFESSIONAL EXPERIENCE

COMPANY NAME | Year- Year

Job Title

In this section set the background story of your position. Provide a high-level overview of your position and key scope of responsibilities in the role. This background will provide context for your accomplishments.

- When writing your resume remember it's important to provide examples of experiences that align with the key skills and job requirements listed by the employer.
- 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.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team.
- 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 | Information Technology | New York University, New York, NY

Bachelor of Science | Information technology | New York University, New York, NY

TECHNICAL/SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Access) Google Analytica, Canva, Adobe Acrobat