
PROFESSIONAL PROFILE

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.

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.
- 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.
- EXAMPLE: Created social media and marketing strategies for company brand that grew client base.
- Negotiated and saved an at-risk client and successfully signed a 5-year deal that generated \$2M.
- Spell check

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EDUCATION

Master of Business Administration | Education | New York University, New York, NY

Bachelor of Science | Education | New York University, New York, NY

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Salesforce, CRM, HubSpot, Pipedrive, Adobe Acrobat