

# STEPHEN JOHN

City, ST ZIP | 123-456-1700 | youremail@email.com | LINKEDIN

## PROFESSIONAL HEADER

PROJECT MANAGEMENT

TEAM LEADERSHIP

MERGERS & ACQUISITIONS

**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.

## COMPETENCIES

Financial Planning and Analysis	Project Management	Business Development	Market Expansion
Client Relationships	Process Development	Strategic Planning	Account Management
Performance Management	Training & Development	Social Media	Territory Management

## PROFESSIONAL EXPERIENCE

**COMPANY NAME, INC. | City, ST**  
JOB TITLE

**Year-Year**

- 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**, Accounting, New York University, New York, NY

**Bachelor of Science**, Accounting, New York University, New York, NY

## TECHNICAL SKILLS

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