

SYDNEY SMITH

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

PROFESSIONAL HEADER

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

- ▶ Performance Management
- ▶ Training and Development
- ▶ Mergers and Acquisitions
- ▶ Project Management
- ▶ Team leadership
- ▶ Strategic Planning

PROFESSIONAL EXPERIENCE

COMPANY NAME | City, ST

Year-Year

JOB TITLE

Write a brief description of your current/or most recent job here. Example: Manage a budget of \$950K and all operational activities for the Sales department including assigning work, expense management, client development, sales training, team performance management, and service delivery.

- 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.
- 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.
- Spell check.

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