

# JONG-SU MIN

212-555-1212 | New York City, NY 10002 | youremail@email.com

## PROFESSIONAL SUMMARY

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### 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 your story. Who are you? What's your background? 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.

## KEY SKILLS

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Financial Planning and Analysis

Project Management

Business Development

Market Expansion

Client Relationships

Process Development

Strategic Planning

Account Management

## EDUCATION

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

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

## WORK EXPERIENCE

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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.

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