



# KATHLEEN WATERFORD

 212-555-1212

 youremail@email.com

 City, State

## PROFESSIONAL TITLE

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.

### **KEY ACCOMPLISHMENTS:**

- » List key accomplishments that you have made within the organizations you have supported. This could be where you saved money, improved a process, or made a significant impact.
- » These should be accomplishments that are quantifiable or measurable. Did you save the company money? List how much. Did you improve a process? What was the result or impact?

## AREAS OF EXPERTISE

- Performance Management
- Training and Development
- Training and Development
- Security Implementation
- Network Administration
- Network Administration
- Payroll Administration
- Project Management
- Project Management

## WORK EXPERIENCE

### **JOB TITLE**

#### **COMPANY NAME | LOCATION**

**DATE-DATE**

- 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.
- 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.
- Make sure you use Spell check upon completion.

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#### **COMPANY NAME | LOCATION**

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- 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.
- 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/organization.
- Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.
- Make sure you use Spell check upon completion.

## EDUCATION

**Bachelor of Science**, Human Resources Management, New York University, New York, NY

## TECHNICAL SKILLS

Microsoft Office, Word, Excel, PowerPoint, Canva, Adobe, PhotoShop