

PROFILE HEADER

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.

AREAS OF EXPERTISE

- Professional Development
- Performance Management
- Training and Development
- Mergers and Acquisitions
- Security Implementation
- Network Administration
- Program Design
- Payroll Administration
- Project Management

PROFESSIONAL EXPERIENCE

Company Name | Location

Date-Date

JOB TITLE

In this section set the background story of your position. Provide a high-level overview of your position and key scope of responsibilities in the role. This background will provide context for your accomplishments.

- When writing your resume remember it's important to provide examples of experiences that align with the key skills and job requirements listed by the employer.
- 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.
- 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.

Company Name | Location

Date-Date

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EDUCATION

Master of Science, Political Science, New York University, New York, NY

Bachelor of Science, History, New York University, New York, NY