

RESUME TEMPLATE

TIP: Should be 2 pages maximum (if you have less experience, keep it to one page)

YOUR NAME HERE

Mailing Address:

Phone:

Email:

EXECUTIVE/PROFESSIONAL SUMMARY

List 3-5 statements that represent you and your value for the future.

This area is to list high level, professional skills and competencies, both trained skills as well as personal attributes.

- **Example:** Skilled communicator; oral, written, and interpersonal experience with peers, managers, and constituents.

PROFESSIONAL EXPERIENCE

Position

Company, Location

Dates

In a sentence or two, describe your role and responsibilities, and expected outcomes of your position.

Key Accomplishments:

- What were the results of your efforts? Describe specifically the tasks performed and the results of your effort. Remember to include the "so what" factor—what did it matter that you completed these tasks? (**Examples:** improved customer satisfaction, greater sales volume, process efficiency, improved workplace environment.)

EDUCATION

Degree

XXXX University, Location

Focus:

List all degrees and minors.

Additional Education/Professional Development: Include special classes, certifications, licenses, etc.

VOLUNTEER EXPERIENCE/AFFILIATIONS

- **Examples:** American Accounting Association, American Council of Exercise, Certified Fitness Instructor, CPR certification, Volunteer of America.



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