

EXAMPLE
JOHN A. DOE
(333) 111-1234 (Cell)
johndoe@domain.com

OBJECTIVE: *Note: This is optional, but if not in the resume, it must be in the Cover Letter.* Seeking a software sales position in an organization seeking an extraordinary record of generating new accounts, exceeding sales targets and enthusiastic customer relations.

SUMMARY:

- *Note: This is a short paragraph that recaps your overall qualifications and what you can offer an organization, including:*
 - *Specific knowledge, talent, or education that “ties” you to your career interest*
 - *Self-management skills*
 - *Work attributes*
 - *Soft Skills*
- Commander – Chief Executive Officer of the U.S. Navy, Atlantic Fleet. Expertise in all areas of management, with a proven record of unprecedented accomplishment. History of the highest naval awards and rapid promotion. Proven senior-level experience in executive decision-making, policy direction, strategic business planning, Congressional relations, financial and personnel management, research and development, and aerospace engineering. Extensive knowledge of government military requirements in systems and equipment. Committed to the highest levels of professional and personal excellence.
- Financial Management Executive with nearly ten years of experience in banking and international trade, finance, investments and economic policy. Innovative in structuring credit enhancement for corporate and municipal financing. Skilled negotiator with strong management, sales and marketing background. Areas of expertise include (a bulleted list would follow this paragraph.)
- Health Care Professional experienced in management, program development and policy making in the United States as well as in several developing countries. Expertise in emergency medical services. A talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions. Proven ability to motivate and work effectively with persons from other cultures and all walks of life. Skilled in working within a foreign environment with limited resources.

KEY QUALIFICATIONS:

- *Highlights your key skill areas – draws attention to specific skills that support your job*
- *Draws the reader’s attention to specific skills that you possess and can offer the company*
- *Looks for key words in the job announcement; if your skills match, list them in bullet format*
- *Lists your certifications and/or licenses*
- *Lists your security clearance if required for the position; remember to have your resume cleared by your Security Manager if still on active duty when you write it.*

PROFESSIONAL EXPERIENCE:

Start with job title, company, month/year “Legal Services, United States Air Force, 1/2014”

- *Use civilian terms; no acronyms (unless described)*
- *Begin with an action verb or dynamic adjective*
- *Avoid use of “Responsible for” use “Accountable” “Oversee” instead*
- *Write in past tense when in past and in present tense when still on the job*
- *Quantify results when possible using numbers, percentages, statistics, examples etc.*
- *Do not use “I”, “We”, “Her”, “Him”*

EDUCATION:

- **Bachelor of Science, Health Care Management** (Cum Laude), Southern Illinois University, Carbondale, Illinois (Year if within 10 years)
- Metro State College, Denver, Colorado: 42 semester units in Administration of Justice
- **Associates of Arts, Business Administration**, Metro State College, Denver, Colorado, (Anticipated Graduation, Feb 2016)

AWARDS:

PROFESSIONAL AFFILIATIONS: Only if it is pertinent to what you will do

CIVIC/COMMUNITY LEADERSHIP:

PUBLICATIONS: