

First Name Last Name

Street Address, City, State Zip Code
Home: Home Phone Number Cell: Cell Phone Number
Email Address

Professional Summary

Your summary is an introduction that sets the tone for the rest of your resume. It is intended to provide a broad overview of your professional background. It should emphasize the skills, experience and knowledge that you can offer a potential employer. Try to focus on a single main idea that shows what you're the perfect fit for the job.

Highlights

- Enter 6-8 skills
- Capitalize first word only
- Use short phrases
- Write in present tense
- Don't use punctuation
- Don't go into too much detail
- Choose skills most relevant to employers
- Use the same number of skills in each column

Experience

Alpha Enterprises January 2010 to September 2013

Project Manager

Chicago, IL

- Describe your responsibilities and the accomplishments you achieved while working at this job, focusing on the tasks and results most relevant to the position you're applying for.
- Use bullet points rather than complete sentences, and don't end with a period.
- Be as specific as possible, and use numbers to showcase and highlight your attributes and achievements.
- List your jobs in reverse chronological order, beginning with the most recent.

Omega Systems June 2009 to December 2009

Intern

Springfield, IL

- Include all jobs relevant to the opportunity you're applying for, including volunteer positions and internships.

Education

University of Illinois

Bachelor of Science : Marketing 2009

Springfield, IL.

Additional Information

- Use active verbs like "created", "led", "improved", "managed", etc, to emphasize your accomplishments and initiative. Our Text Tuner can suggest industry-specific examples that you can use or modify to suit your needs. If you have experience that is unrelated to the position you're applying for, move it to a separate section or consider leaving it out completely.