

First Name Last Name

Street Address, City, State Zip Code

Home: Home Phone Number call: Call Phone Number

Email Address

Professional Summary

Your summary is an introduction that resets 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 why you're the perfect fit for the job.

Highlights

- Enter 6-8 skills
- Capitalize first word only
- Use short phrases
- write in present tense

Experience

Alpha Enterprises

Project Manager

Chicago,IL

- Describe your responsibilities and 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 system

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 "create", "led", "improved", "managed", etc to emphasize your accomplishments and initiative Our TextTuner 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.