

# FIRST NAME LAST NAME

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

## Professional Summary

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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 why you're the perfect fit for the job.

## Highlights

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- 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

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**Project Manager** Jan 2010 to Sep 2013

**Alpha Enterprises** – Chicago, IL

- Describe your responsibilities and the accomplishments you achievement 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.

**Intern** Jun 2009 to Dec 2009

**Omega Systems** – Springfield, IL

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

## Education

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Bachelor of Science, Marketing 2009  
University of Illinois – Springfield, IL

## Additional Information

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- Use active verbs like "created", "let", "improve", "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