

FIRST NAME LAST NAME

Street Address,City, State Zip Code | H: Home Phone Number | C: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 positional 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 phrase
- Don't use punctuation
- Don't go into too much deiall
- choose skills most relevant to employers
- Use the same number of skills in each column

Experience

Project Manager
AJpha Enterprises

10/2010 to 09/2013
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.

Intern
Omega Systems

06/2009 to 12/2009
Spring field,IL

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

Education

Bachelor of Science: Marketing
University of linois

2009
Springfield,IL

Additional Information

- Use active vets like "led" , "improved",etc. to emphasize your accomplishments and intative Our TextTuner can suggest industry-spectic examples that you can use or modify to suit your needs if you have experience that is unrelated to the you're applying for, move it to a separate section or consider leaving it out completely .