

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 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

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

Experience

Project Manager

January 2010 to September 2013

Alpha Enterprises – Chicago, ILL

- 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.

Intern

June 2009 to December 2009

Omega System –Springfield, ILL

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

Education

Bachelor of Science: Marketing, 2009

University of Illinois—Springfield, ILL

Additional Information

- Use active verbs like “created” , “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.