

(POWER TIPS. When writing your main resume content, include **any/all ways** to incorporate:

- **#’s, %’s and \$’s** (e.g. *cost/inventory/errors reductions; business/revenue growth; sizes of teams; # of simultaneous programs, population specs, etc.*)... put some ‘details’ and/or ‘results’ context into it!
- **the “who”** as you’ve interfaced & collaborated with others (think in terms of *internal/external partners, direct customers & executive / “highest up the chain” exposure*)... put some ‘people context’ into it!
- smoothly & tactfully match the **top keywords/phrases** when applying to a specific job posting.
 - o when customizing to a posting, focus on **3 strategic categories**: *audience, thematic & SEO*.
- those coming from 3rd party, provide **context around your clients**: (a) name them, if they’re big brands & you’ve got permission to do so; or (b) cite their industries, so the reader knows where you’ve played; or (c) if not permitted to disclose, give the reader some specs (e.g. “...for \$3B global cosmetics brand”).

Candidate Name (+ credentials)

City, State | XXX-XXX-XXXX | Candidate@email.com | www.linkedinprofile.com

CANDIDATE SUMMARY: Aim for 3-6 lines, and *tailor this to each use case* while considering your audience, their business landscape & the targeted role (if applicable). Try to cover (1) what you do & *how you do it* that’s unique; (2) the industries/domains/business models where you play; (3) the product, service, customer segments you’ve served.

CORE SKILLS & EXPERTISE:

- Bullet point highlighting key functional/professional technical knowledge/experience/methodologies, etc.
- Bullet point highlighting what you’ve seen & navigated (e.g. early stage, M&A ventures, consolidations, etc.).
- Bullet point highlighting specific software & technical proficiencies.
- Bullet point highlighting key applicable soft skills and/or personal traits & work styles.
- (For leaders): Bullet point highlighting team/staff leadership experience, style & approach.

WORK EXPERIENCE

Employer/location

Job Title

Month/year – Month/year

1-3 sentence summary of organization (include industry/domain; specs/metrics on company size; product/service lines; customer/stakeholder segments; etc.).

- Led XYZ team of 8 to deliver [project/outcome].
- Improved [metric/process/revenue] by XX%, saving/driving [time/money/etc.].
- Collaborated with [departments/teams/partners] to [achieve # / % / \$ results].
- Etc.

Employer/location

Job Title 2 (promotion)

Month/year – Month/year

Month/year – Month/year

1-3 sentence summary of organization (include industry/domain; specs/metrics on company size; product/service lines; customer/stakeholder segments; etc.).

- Led XYZ team of 8 to deliver [project/outcome].
- Improved [metric/process/revenue] by XX%, saving/driving [time/money/etc.].
- Collaborated with [departments/teams/partners] to [achieve # / % / \$ results].
- Etc.

Job Title 1

Month/year – Month/year

- Led XYZ team of 8 to deliver [project/outcome].
- Improved [metric/process/revenue] by XX%, saving/driving [time/money/etc.].
- Collaborated with [departments/teams/partners] to [achieve # / % / \$ results].
- Etc.

EDUCATION

Institution Name(s) | Degrees / Diplomas / Certifications