

careerbuilder.com™  
**RESUME TEMPLATE**

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**NAME**

Address • City, State zip code • E-mail Address • (123) 456-7890  
(Make sure all contact information is accurate. Use a permanent email address that you check often.)

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**Headline sentence of who you are and what you do. Title with X years experience in x industry/ies, with an understanding and/or experience of x and x. Think of this as your attention grabbing headline. Be sure to customize this to the hot buttons of the job you are applying to.**

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**SUMMARY OF QUALIFICATIONS**

- This is the top ¼ of your resume which is the first thing recruiters see and read this section will spark their interest. (The rest of your resume will back this section up.)
- Purpose of this section is to summarize your resume; your relevant key accomplishments, results, actions, and benefits.
- Try to address each requirement of the job opening in this section. Use the language in job opening to describe your skills and accomplishments.
- Focus on your strong selling points, your value, your achievements, your industry, and your career goals.
- Include language proficiencies or security clearances if relevant
- Include education if relevant or recent graduate
- Keep bullets to 1.5 lines max, use only 5-8 bullets

**TECHNICAL SKILLS**

**CERTIFICATIONS, PLATFORMS, AND TOOLS**

- List all that are relevant to your current job search

Include Technical Skills if you are going into an IT/Technical position, if not include your technical skills at the end of your resume.

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**PROFESSIONAL EXPERIENCE**

**TITLE**

Month Year-Present

**COMPANY**

City, State

*Short statement of what company does, its functions, its industry, its size (revenue or number of employees). Size of company + What company does and/or its functions + its products or services that it provides to who.*

- First bullet is a quick overview of your responsibilities and duties
- Achievement focused statements, quantify, qualify and measure your achievements, use #, \$, %

Include your contact information on every page of resume, just in case the pages get separated

- List in order of importance to job, or biggest achievements first
- Show how you can solve problems or how company benefited from you
- Focus on transferable skills and the job you are applying to
- List any awards
- Use numbers (\$450,000) instead of words or percentages if number is small

**TITLE**

Month Year-Present

- Use this format for a different title/job at the same company

Make sure to customize your work experience bullets to the job you are applying to. List experience chronologically.

**ADDITIONAL EMPLOYMENT**

- Title, Company, City, State, Month Year-Month Year
  - List jobs here that are not relevant to you current job search or jobs that over 10 years old
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**EDUCATION AND TRAINING**

**DEGREE (BS/BA/ETC)-EMPHASIS**

Year

**COLLEGE/INSTITUTION**

City, State

*3.7 GPA • Graduation Honor • Honor*

**SELECTED ACADEMIC PROJECTS OR TRAINING AND ACCOMPLISHMENTS**

- If you are a recent graduate list projects
    - List projects, case studies, and research that is relevant to the job you are applying
    - Highlight you ability to solve problems
    - Make sure to focus on your skills, your abilities, and what you have achieved
  - If you are a professional with work experience use this section to detail work related training, conferences, etc
  - Change bullets around based on your current job search, make sure most relevant are listed first
  - Do not do more than 3-4 bullets
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**PROFESSIONAL ASSOCIATIONS AND/OR TECHNICAL PROGRAMS  
AND/OR OTHER TITLE**

- Member/Office, Organization, City, State, Year-Year
- Award, Year
- Technical programs
- Items in this section should only be included if relevant to your current job search

\*Do not include irrelevant personal information\*

\*Do not say “References provided upon request”, or list them\*

Include your contact information on every page of resume, just in case the pages get separated

Make sure to be consistent through out with bolding, punctuation, and phrasing

Make sure to proof read, look for typos, grammar mistakes, and other errors

Do not use 1<sup>st</sup> or 3<sup>rd</sup> person (I, she/he, Mr./Mrs., Sally/Tim)

Make sure computer friendly, have 2 versions one MS Word version for interviews, and another plain text version for Internet correspondents

Use Times Roman, Arial, or Helvetica 11 or 12 font

Your resume can be more than one page; this is an old myth, but no more than 2

Make sure to “ignore all” on red and green squiggles or recruiter will see them, too

Name resume First, Last Name Resume.doc not Resume.doc

List your contact information on every page

**Finally remember to have personalized cover letter attached to all submissions**

*This resume is for educational purposes only. It is not to be used in place of an actual resume.*

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