

Your Name

*****@gmail.com

055-555-5555

Profile or Executive Summary

This is where you very briefly (2-3 sentences) convey to the reader what skills you can bring to the job, and why you are suitable. This can be in paragraph form.

Professional Experience

Title

Name of company, location, years

- Responsibilities
- Accomplishments
- Initiatives

District Sales Manager

Fourth Coffee, Southridge, SC, 2013- 2014

- Increased regional sales from \$25 million to \$350 million.
- Managed 250 sales representatives in 10 Western states.
- Implemented training course for new recruits — speeding profitability.

Marketing Coordinator

Home Designs, Los Angeles, CA, 2010-2013

- Responsible for creation and implementation of company's marketing strategy.
- Launched and wrote weekly blog and newsletter sent out to over 1000 customers.
- Maintained business social media platforms including Facebook and Twitter, increasing fan engagement by 50%.

Division Head

Camp Eagle's Wings, PA, Summers 2008-2012

- Responsible for physical and emotional wellbeing of 100 participants.
- Developed social and educational programming.
- Coordinated complex logistics, including field trips and events.
- Created ongoing staff training program.

Education

Columbia University, 2005-2009

B.A., Marketing and Communications

So, how do I write it?

Profile or Executive Summary

- Make sure you include relevant skills only- you do not need to list your vast education experience if you are applying to a job in sales.
- Try and stay away from what you are looking for, and more about what you can offer.
- Stick to core marketable skills (things like: B2B sales, content writing, social media platforms, customer service, administrative tasks, etc), and less personality traits (things like: responsible, personable, team player).
- Note the industry areas where you have experience, e.g. experience in the consumer goods space.
- Feel free to take ideas from job descriptions or LinkedIn profiles.
- Languages- you can include this as a separate section at the bottom or as a line within the top paragraph. E.g. English- mother tongue, Hebrew- conversational level

Professional Experience

- Keep the bullet-points brief, not too wordy, clear, and skills based.
- You should ask yourself the following questions:
 - Would this make sense to someone who did not do this job?
 - Is it clear which skills I utilized here?
 - Have I quantified my achievements?
 - Can I show how I've progressed in my jobs? Level of responsibility, scope of work, etc.
- Make sure all your tenses match, your grammar and spelling are correct, and someone has read it over.
- See below for some great examples. Keep in mind, any experience can be portrayed in the right way which is relevant.
- Another tip is to find a list of resume words on the internet to make sure your verbs are varied.

Education

- Include only relevant education here (you do not need to list Yeshiva experience, or high school education).
- If your GPA is notable make sure to include context- e.g. 3.9/4.0 (not just 3.9).