

First Last

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OBJECTIVE [OR] PROFESSIONAL SUMMARY

(Optional). Consider including a statement here especially if you are looking to change departments, industries, careers, etc. If included, highlight very specifically which *skills* you will apply as they pertain to a specific role or industry of interest.

MANAGEMENT EXPERIENCE (*Use customized headers**.)

Job Title Month Year – Month Year / Present

EMPLOYER, City, State

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb, using the present tense for current positions and past tense for past positions.
- Include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than full sentence.

Example

Project Management Intern

May 2014 – August 2014

THE PRODUCT COMPANY, Milwaukee, WI

- Investigated effectiveness of processes in order to develop and launch improvements needed to speed up product development from 10 products per hour to 15 products per hour.
- Used Excel to gather, analyze, and translate data into actionable tasks for developers.
- Collaborated with various team members to prioritize and delegate daily deliverables.

SALES EXPERIENCE

Job Title

Month Year – Month Year

EMPLOYER, City, State

- Beginning with your most recent position **for a separate customized section***, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb in the correct verb tense, and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than full sentence.

EDUCATION (*Shown here is an example of double degree completion at the same institution**.)

MARQUETTE UNIVERSITY, Milwaukee, WI

Master of Business Administration, GPA: X.X/4.0

Month Year

Bachelor of Science in Business Administration, GPA: X.X/4.0

Month Year

Major: **Major** (If you had a double major – **Majors: Marketing and Finance**)

Minor: **Minor** (If applicable)

SKILLS & CERTIFICATIONS

- Include only specialized technical skills, certifications, and languages.
- *Example:* Fluent in French; conversational in Spanish.
- *Example:* Advanced experience in MS Excel and Salesforce.

PROFESSIONAL AFFILIATIONS

List any relevant professional affiliations and dates here

Example: Member, National Association of Sales Professionals

Month Year – Month Year / Present

January 2017 – Present

INVOLVEMENT & VOLUNTEERISM

List experiences and dates here

Example: Big Brothers Big Sisters Mentor 2.0 Mentor

Example: President of Marquette University Go Getters

Month Year – Month Year / Present

September 2019 – Present

August 2014 – May 2015

Notes & Additional Experience Format Options

Length: You should aim for **one full page or two full pages**. While this template is just over a page, presumably your work experience bullet points will be lengthier, and perhaps your education and skills will move on to the second page. This is okay. If your document is only slightly over one page, consider cutting less relevant information and adjusting formatting to get your resume to just one full page.

***Customized Headers:** Customize your work experiences within specific industries in order to target your resume to employers/roles of interest. Because each **section** lists experiences in reverse chronological order, consider putting the most relevant customized section at the top of your resume.

***Education Section if not “double degree”:** If each of your degrees is from a different institution, simply format them separately, as seen here:

MARQUETTE UNIVERSITY, Milwaukee, WI

Master of Business Administration

Month Year

GPA: X.X/4.0

UNDERGRADUATE UNIVERSITY, City, State

Bachelor of Science in Business Administration

Month Year

GPA: X.X/4.0

Major: **Major** (If you had a double major – **Majors: Marketing and Finance**)

Minor: **Minor** (If applicable)

Experience Themes: The format below is helpful when a professional has held a **single job title or similar job titles over several years**. Instead of listing bullets per job title, grouping bullet points by work-based themes can help the employer to quickly identify key areas of experience and contribution. As a job seeker, you may label and sequence these themes strategically. Management may be worth highlighting for one application while Data Analysis may be important to highlight in another.

EMPLOYER, City, State

Job Title

Month Year – Month Year (*Overall dates of employment*)

Experience Theme Sub-Header, dates of experience

- Bullets describing responsibilities, skill development and outcomes within this theme area.

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- Bullets describing responsibilities, skill development and outcomes within this theme area.

Promotion Format: When showing that **you have been promoted from one position to another**, list the employer name first, followed by your job titles. When you use promotion format to describe one experience, you will need to update your resume to the employer name first format.

EMPLOYER, City, State

Job Title, dates in most recent role

Month Year – Month Year (*Overall dates of employment*)

- Bullets describing responsibilities, skill development and outcomes within this role.

Previous Job Title, dates in *previous role* before promotion

- Bullets describing responsibilities, skill development and outcomes within this role.