

YOUR MI. NAME

(615) 123-4567

Nashville, TN

youremail@yahoo.com

QUALIFICATIONS SUMMARY ◇

Dedicated leader with real world experience in achieving individual and team based results. Demonstrated ability to manage, motivate, and achieve total organizational success evidenced by numerous awards. Agile in a fast-paced work environment, skilled at abstract problem solving, and capable of communicating to multiple echelons of management with tact and candor operating from a solution-focused approach.

CORE COMPETENCIES ◇

✓ <i>Customer Service</i>	✓ <i>Training & Development</i>	✓ <i>Leader</i>
✓ <i>Project Management</i>	✓ <i>Prep Cook</i>	✓ <i>Mentor/Coach</i>
✓ <i>Process Development</i>	✓ <i>Machine Operations</i>	✓ <i>Logistics Scheduling/Dispatch</i>

EDUCATION ◇

AUSTIN PEAY STATE UNIVERSITY Clarksville, TN MM YYYY
 > Bachelor of Psychology

PROFESSIONAL EXPERIENCE ◇

DEPARTMENT OF CHILDREN SERVICES Nashville, TN MMM YYYY-MMM YYYY

Investigator

- What I did, why I did it, What the outcome was
- What I did, why I did it, What the outcome was
- What I did, why I did it, what the outcome was

WHERE I WORKED

City, ST

MMM YYYY-MMM YYYY

My Job Title

- What I did, why I did it, What the outcome was
- What I did, why I did it, What the outcome was
- What I did, why I did it, What the outcome was

UNITED STATES ARMY

MMM YYYY-MMM YYYY

My Job Specialist

- Provided guidance and direction to soldiers making them follow the orders at hand.

ADDITIONAL TRAINING ◇

MILITARY SCHOOL

MMM/YYYYY

How to be best soldier in Army School

TRADE SCHOOL, VoTECH, ETC.

MMM/YYYYY

How to weld professionally School

ADDITIONAL RELEVANT EXPERIENCE ◇

WHERE I VOLUNTEERED

City, ST

MMM YYYY-MMM YYYY

Volunteer Intake Specialist

- What I did, why I did it, What the outcome was
- What I did, why I did it, What the outcome was

WHERE I VOLUNTEERED

City, ST

MMM YYYY-MMM YYYY

My Title

- What I did, why I did it, What the outcome was
- What I did, why I did it, What the outcome was

Comment [TMC1]: This is a boiler plate example. Please feel free to adjust this statement to reflect your voice and the brief description you would like a perspective employer to know about you. This is not the place for modesty. Capture interest as quickly as possible.

Comment [TMC2]: Also known as "Key Strengths." Let this section serve as the outline for your résumé. You'll notice that I have this section inserted as a table. Select "All Boarders" so you can see the cells. If you cannot put a number beside the word of word phrase to quantify it, don't use the word or word phrase here.

Comment [TMC3]: Most relevant and qualifying material should be featured as quickly as possible. IF your Education is not relevant to the job, put this section after the experience section.

Comment [TMC4]: Remember this recipe! At times you might find it difficult to operationalize a measurable outcome. That is OK. Just try your best to make it clear that what you did had a positive impact. Visualize what your objective was with each statement and then imagine what the outcome was. I always recommend using numbers where possible. Did you increase productivity by 20%? Did you serve over 20,000 customers per year with ZERO complaints? Alternating between letters and numbers forces the brain to slow down by a fraction of a second in order to allow time for processing. That fraction of a second is additional time the reader spends telling themselves that they like you and that you have something that they need.

Comment [TMC5]: It is highly encouraged to include volunteer experience, even if it was required by your degree program-think Service Learning. Research indicates that employers look very favorably on volunteerism for a number of important reasons: It indicates that you are connected to the community and therefore are more likely to stay with the organization. It also indicates that you have the ability to demonstrate a higher level of resilience and are therefore more able to defend against fatigue in the workforce.