

Name

Contact information, can include street address, city, state, zip. Must have at least one phone number, and an email address. Preferable to have LinkedIn link.

Summary/Key Strengths

Discuss your history briefly. List major strengths that will benefit your next employer. This section will vary some, depending on the job you are applying for and what that job requires. Search for "keywords" in the job posting or find a job description for this or similar jobs. It is important to use the employer's language in order to get your resume noticed.

Experience

List jobs in reverse chronological order: employer name, your job title, start and end year. Under each (not with functional resume), list some key accomplishments - what you did that made or saved money, saved time, helped enhance the employer's image, or provided peace of mind to the employer.

Most recent or current employer start year - end year (or present if still working there)

Your Job Title

- Use bullets to list your major accomplishments on each job
- Provide "evidence" of your value to the employer
- Include the skills that you used to make a difference

Second most recent employer start year - end year

Job Title

- Use bulleted list as above

Continue listing backward to cover at least 10 years of work experience (unless you have less). Include more if you need to, either to use an accurate start date for something that lasts into the ten-year period or to include work that effectively supports the position you seek. Try not to include more than 15-18 years. (It's usually not relevant and may emphasize your age.)

Education

List in reverse order; include major and degree received. If you attended college, but did not finish, indicate number of years completed. No need to list high school if you have attended two or more years of college, unless a high school major is directly related to your job goal and there isn't much related work experience. Dates are not required in education section, but if your education is recent, they may be included if you like.

Most recent education or training (may include employer-provided training, workshops, seminars, online training, and/or conferences if relevant to next job)

Most recent college degree, certification or license

Earlier degrees and training

High School (if no college or advanced training and certification)

[Include the Optional categories (Professional Associations/Military/Volunteer Work/Outside Affiliations) only if they will help support your qualifications for the job and if you are certain they will not be used to screen you out.]