YOUR NAME

PROJECT MANAGER

Attention to Detail

Budgeting

Team Leadership

Project Planning

Accountability

Improving Efficiency

IT Applications

Business Systems

Risk Assessment

Resource Management

SKILLS

POSITION TITLE HERE

Company/Date Range

Describe your achievements while in this position, and use action words like “managed” and “completed” instead of the passive “responsible for.” Do not just list your job duties or copy your job description! What did you do in this position that could benefit the company you’re applying to?

* List any accomplishments, skills you acquired, things you learned.
* Concentrate on really selling yourself and proving to your future employer how valuable you are as an employee.
* If you have specific numbers to quantify any accomplishments, use them! Numbers are key. You might have to do a little math to get numbers or percentages that really show how great you are.
* For example: Exceeded annual sales forecast by $80,000 in the first year as manager.

POSITION TITLE HERE

Company/Date Range

You can also list any challenges you faced in the position and what you did to overcome them. Make sure anything you write here is applicable to your prospective job. Be sure to use job-specific keywords to catch your future employer’s eye, and to get chosen by application tracking systems.

* Re-read the job listing that you are applying for to help you pick out key skills/duties that are relevant to your prior work experience.
* Bullet points ensure that your key achievements will be seen. You do not need to use complete sentences. Keep it short and concise.
* If the job you held is unrelated to the field you are applying for, list the relevant skills or experience you gained from the situation to make it apply to your future dream job.
* For example: Utilized exceptional customer service skills to attract and retain high-value customers. This is a skill set that is transferrable to many different types of jobs!

EXPERIENCE

MASTER’S DEGREE

Business Administration

Your University

2007 – 2009

EDUCATION

YOUR NAME

55 Kingston Road

Narragansett, RI 02882

youremail@mail.com

555.555.5555

linkedin.com/username

CONTACT

PROFESSIONAL PROFILE

Use this area to quickly sell yourself and prove that your awesome skills and achievements can truly help the company you’re applying to. If you have specific numbers or percentages to quantify any achievements, use them. This PROVES that you’re awesome, instead of just saying so. Keep this section short and concise. It will be the first impression that you will make on the recruiter.

CREDENTIAL #1

Company/University

CREDENTIAL #2

Company /University

CREDENTIAL #3

Company /University

CREDENTIALS

YOUR NAME

PROJECT MANAGER

POSITION TITLE HERE

Company/Date Range

Describe your achievements while in this position, and use action words like “managed” and “completed” instead of the passive “responsible for.” Do not just list your job duties or copy your job description! What did you do in this position that could benefit the company you’re applying to?

* List any accomplishments, skills you acquired, things you learned.
* Concentrate on really selling yourself and proving to your future employer how valuable you are as an employee.
* Don’t list all of your job duties. List the most important highlights: what you’re most proud of, how you’ve helped the company succeed, critical skills you’ve learned and key accomplishments. Show yourself off!
* If you have specific numbers to quantify any accomplishments, use them! Numbers are key. You might have to do a little math to get numbers or percentages that really show how great you are.
* For example: Exceeded annual sales forecast by $80,000 in the first year as manager.

POSITION TITLE HERE

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EXPERIENCE continued

Microsoft Excel

Microsoft Access

HTML

Adobe Photoshop

Adobe Illustrator

CSS

Asana

Basecamp

TECHNICAL SKILLS

AWARD #1

Company/University

AWARD #2

Company/University

AWARD #3

Company/University

AWARD #4

Company/University

EDUCATION

REFERENCE NAME

Reference’s Position

Company

555.555.5555

reference@mail.com

REFERENCE NAME

Reference’s Position

Company

555.555.5555

reference@mail.com

REFERENCES