

Professional Resume Tips:

(Use the XYZ Resume Format for bullet points) What you've accomplished (X) + the qualitative results (Y) + the skills or experience you utilized to achieve the outcome (Z).

- X is in *red* , Y is in *green* , Z is in *blue*

Example: Negotiated reduction in costs to perform post-delivery support by 40% (\$900k) with XYZ by designing and using results from an online auction of multiple vendors.

Resume Template

NAME

City, State
Email address

Most Used Phone Number
LinkedIn Profile

OBJECTIVE

Seeking a ... position in the field of

EDUCATION

Texas A&M University, Commerce, Texas
Degree (ex: Bachelor of Arts) in Major
GPR:

Graduation Month Year

EXPERIENCE

Begin with most recent experience or most relevant.

Organization Name, City, State
Job Title

Month Year – Month Year

- Action Verb statement of most relevant or important duties, quantify when possible
- Action Verb statement of most relevant or important duties, quantify when possible
- Use fewer or additional bullets as needed to best describe your experience

Organization Name, City, State
Job Title

Month Year – Month Year

- Action Verb statement of most relevant or important duties, quantify when possible
- Action Verb statement of most relevant or important duties, quantify when possible
- Use fewer or additional bullets as needed to best describe your experience

Organization Name, City, State
Job Title

Month Year – Month Year

- Action Verb statement of most relevant or important duties, quantify when possible

- Action Verb statement of most relevant or important duties, quantify when possible

ACTIVITIES

Begin with most recent or that organization with the greatest level of leadership.

Name of Organization

Month Year – Month Year

Position Held

- Action Verb statement of most relevant or important activities, quantify when possible
- Use fewer or additional bullets as needed to best describe your experience possible

Name of Organization

Month Year – Month Year

Position Held

- Action Verb statement of most relevant or important activities, quantify when possible

SERVICE

Name of Organization

Month Year – Month Year

- Criteria for selection or activities

SKILLS

Advanced knowledge of

Also Familiar with.....