EAGER APPLICANT

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TITLE OF POSITION SOUGHT
You may not have an exact title in mind this early in your job search, but if you had specific position(s) in mind, it would be an important thing to include, and would really help when your resume is scanned by an ATS system or reviewed by a human scanner.

PROFESSIONAL SUMMARY
This is a high-level summary of the specific talents you bring to a potential employer. I will write the specifics which will reflect the most important keywords for the position you are seeking, but if you could briefly point out several skills, abilities or talents which make you valuable to a potential employer it would be great! It's also called an elevator pitch, think of it this way, it would be similar to running into the hiring manager for your ideal job, and you have maybe 3 or 4 minutes to explain why you are perfect for this job… The key to a great resume is to present your most valuable and sought-after skills in a very brief, but complete and logical manner…this is appreciated by hiring managers and HR support staff.

PROFESSIONAL EXPERIENCE (*for* Each Position -going back 15 years)

COMPANY NAME-CITY, STATE   *XXXX-XXXX*
Position Title
Very Brief description of job responsibilities
- *Five or Six Bullet points which stress ACCOMPLISHMENTS rather than just duties completed.*
                        FOR EXAMPLE
- *Improved efficiency / saved development time by*
- *Created training program which reduced the training lead time to 2 weeks, resulting in streamlined operations.*
- *Designed a unified bug collection sheet, which resulted in elimination of individual reporting, identification of problems and greater efficiency for Engineering*
- *Created onboarding materials, training and mentored new team members.*
- *Constructed a productivity tracker and combined results with customer satisfaction surveys to track individual performance. This resulted in team's consistently high ratings for productivity and customer satisfaction.*
- *Acted quickly to identify emerging business classifications and arranging for inclusion into Google Maps.*
- *Generated policies with aggregated data to optimize workflow and operational process for Google Play, Google Books, and Android Auto.*

EDUCATIONAL SUMMARY *(For all degrees)*

Name of School or College, City, State   *XXXX-XXXX*
Degree
Major-

PROFESSIONAL DEVELOPMENT

Professional training, Seminars or certificates earned. Memberships in Professional organizations

CORE COMPETENCIES

Listing of software used,
systems maintained
personal strengths (i.e. Problem-Solving Skills. ... Acting as a Team Player. ...
Self-Confidence. ... Ability to Accept and Learn from Criticism.

AWARDS AND RECOGNITIONS
Awards from previous employers, civic organizations Professional groups