



Your Name

Title

CONTACT

- 123.456.7890
- youremailhere@gmail.com
- City, State
- [Linkedin.com/in/naomiwagner](#)

EDUCATION

YOUR DEGREE / MAJOR
University Name
2013 – 2015

YOUR DEGREE / MAJOR
University Name
2010 – 2013

EXPERTISE

- Project Management
- Business Relations
- Contract Negotiation
- Risk Management
- IT Applications
- Business Planning
- Public Speaking
- Strategic Planning
- Team Player

PROFESSIONAL PROFILE

Use this area to quickly sell yourself, highlight those areas of your qualifications and experience most likely to be of interest to these employers. Keep your profile concise. A profile explains what you have to offer the employer and can help sell your candidacy. A resume profile offers applicants a way to stand out among the hundreds of resumes that companies receive. Even if employers only read your profile, they will still have a clear idea of your unique qualifications.

EXPERIENCE

ENTER JOB POSITION HERE
Company / Location / Date Range

Describe your responsibilities in concise statements led by strong verbs. Focus on those skills and strengths that you possess and that you have identified as being important to your field. Show potential employers exactly how you will fit their position and their company.

- Highlight your most relevant qualifications for the job by listing them first in the job description.
- While it is important to keep descriptions short, adding details and context can help show employers why you'd be a good match for the position.
- Employers want to know what you accomplished. Make it easy for them to see what you've done by using numbers and percentages.
- For example: Negotiated pricing points for customers on a daily basis with changing market conditions resulting in customer annual transportation savings of over \$500,000 per year.
- For example: Successfully expanded market share by 30% through strategic sales initiatives and marketing leadership.

ENTER JOB POSITION HERE
Company / Location / Date Range

Describe your responsibilities in concise statements led by strong verbs. Focus on those skills and strengths that you possess and that you have identified as being important to your field.

- Highlight your most relevant qualifications for the job by listing them first in the job description.
- While it is important to keep descriptions short, adding details and context can help show employers why you'd be a good match for the position.
- Employers want to know what you accomplished. Make it easy for them to see what you've done by using numbers and percentages.
- For example: Negotiated pricing points for customers on a daily basis with changing market conditions resulting in customer annual transportation savings of over \$500,000 per year.