YOUR REsume should answer 2 questions

WHAT DO YOU HAVE TO OFFER FOR THAT POSITION

AND IS IT WHAT THE MARKET WANT FOR THAT POSITION

NAME

Email/ LinkedIn: ⚫ City, State, Zip ⚫ Phone #

Professional Summary

Here you will discuss your KNOWLEDGE, SKILLS, and ABILITY that support WHY you are pursuing this position. Keep you discussion to 3-5 lines

**EXAMPLE:**  Embraced challenges that resulted in a diverse military career that was supported by multiple college degrees. Continuous personal and professional growth resulted in proven managerial/leadership experience, advance education, sound business acumen, and technical skills in human resource management and operations.

Key Skills

|  |  |  |
| --- | --- | --- |
| Active Listening  Negotiation Skills  Collaboration  MS Office Proficient  Attention to Detail  Time Management | Critical Thinking  Decision Making  Complex Problem Solving  Customer Service  Stress Management  Organizational Skills  Here are 18 basic Key Skills for the non-destructive testing. You should have at least 9-12 Key Skills. You can select from this list or create your own. | Communication Skills  Self-Motivator  Interpersonal Skills  Team Development  Mathematical Reasoning  Analytical |

Experience

**Position Title Month Year- Month Year**

***Current or Latest Company***

Here you want to give a brief scope of duties, responsibilities, and number of employees supervised of your current or former position. Keep it to 3-4 lines

* These bullets are for you to demonstrate how you have applied a key skill that resulted in a benefit or value added towards your current or former employer
* **EXAMPLE:** Customer service and communication skills enhanced customer satisfaction that resulted in a retention rate of 92% of new customersm
* Keep bullets short and to the point; no more than 2-3 lines for each bullet; and no more than 3-5 bullets per position

**Position Title Month Year- Month Year**

Previous Company

Only go back 10 years !!!

Education

|  |  |
| --- | --- |
| ***Degree School/College/University*** | ***Location*** |

Self- Explanatory- (Leave out Dates)

Add High School along with continued education

**Achievements**

Include any achievements or acknowledgements that you received based off your actions that is directly related to a specific job.

EXAMPLE: Received Employer of the Month award for professionalism, attention to detail, and business acumen.

**Training**

Include any training that is or could be relevant to the Insurance Field

**Military Service**

Branch – Years Served - Discharge

**Affiliations/ Volunteerism**

Here you want to talk about any PROFESSIONAL organizations that you belong to or volunteer work you do that is a part of your community