Resume Format: everything 12 pt Times New Roman, except where noted. You have approximately 15-20 seconds to make an impression. They will look for things to rule you out, not in. Double-check for misspellings. DO not be afraid to be technical, but remember that your CV will be reviewed by HR and they are NOT technical. Make sure they know what "pile" to put you in.

Name (16-18pt, bold), PhD/MD (where appropriate)

Address
Telephone number, including cell phone (Do NOT list a number that you do not want someone to call you at!!!!)
Email (same rule as above)

<3 spaces>

Objective: (14 pt Bold)

<1 space>
A BRIEF description of what your skills are and what you are looking for. Do not overkill.

<2 Spaces>

Key Strengths: (14pt, bold):

<1 space>
- Technical ability 1/key word
- Technical Ability/keyword 3

• Technical Ability 2/keyword
• Technical Ability 4/keyword

(etc)

<2 spaces>

Employment: (14 pt Bold)

<1 space>
Current Employer (12 pt, bold), *Title* (12pt, italic), Dates of employment (12 pt, either here or right below current employer)
Brief paragraph describing your primary responsibilities. You may also use bullet points in place of or in conjunction with paragraph. Example:

Only Regulatory, LLC, *President*, January 2008 – current
Managed all recruiting functions for The PBM Firm, LLC. Responsibilities included personal management of two office (Florida and Texas) with all budget and administrative responsibilities. Had key responsibilities for all client interface and candidate relations. Increased sales over 100% annually. Successfully increased large pharmaceutical representation by 27% and small pharmaceutical representation by 215%. Realigned and hired key personnel to increase profit over 300%. Other key accomplishments include:
<0-1 spaces, depending upon how crowded it is>
- Representation on numerous societies, including RAPS, DIA, AAPS, and ACRP.
- Built exclusive relationships with 3 major pharmaceutical companies.
- Expanded database 400%.
- Streamlined expenses resulting in a 200% increase over margins.

<1-2 space(s) depending upon how crowded it is>

Previous Employer #2. Use a slightly shorter paragraph and bullet points.
Previous Employer #3. Again, even a shorter paragraph and bullet points.

(Continue until you have REACHED THE FINAL EMPLOYER THAT MATCHES YOUR CAREER OBJECTIVE. DO NOT LIST YOUR "COLLEGE" EMPLOYERS OR ODD JOBS THAT ARE NOT RELATED UNLESS ABSOLUTELY NECESSARY TO FILL IN HOLES).

Also, if you have gaps (by months) in your employment, list the employment dates in years, versus months. For example, if you were employed from June 2005-August 2007, then December 2007-Current, list the dates as 2005-2007, then 2007-current (instead of the month's). It looks better and may help mask any holes in your employment.

<2 spaces>

Education: (14 pt Bold)

<1 space>
Universtiy (12 pt, bold), Degree earned, Field of study (italics), dates. Most advanced education first. Follow with subsequent degrees. High school degrees are not necessary. Example:

Baylor University, Bachelor of Arts, *Biology and Chemistry*, 2000-2004

<2 spaces>

Awards/Achievements: (14pt, Bold)

<1 space>
- 2004, awarded NSF Fellowship in Chemistry
- Salesman of the year 2004-2009

<2 spaces>

Publications/Presentations: (14pt, Bold)

<1 space>
List all publications and dates thereof.

<2 spaces>

Refernces: (14 pt Bold)

<1 space>

Available upon request