<div align="center">

RESUME EXAMPLE
Joan Jobseeker
(630) 955-2000
joan.jobseeker@gmail.com
http://www.linkedin.com/in/joanjobseeker

</div>

PROFESSIONAL/CAREER SUMMARY – Impact Statement!

High level career overview. 2-3 sentences that include your years of professional experience, accomplishments, top skills, and strengths as they relate to the position and what you're looking for in your next role.

Core Skills (specific to you and/or your occupation):

Leadership | Project Management | Prioritization and Problem-solving | Research and Analysis | Communication (written and verbal) | Adaptability/Flexibility | Critical Thinking

Technology skills:

> **Microsoft Programs:** Word | Excel | PowerPoint |Access | Outlook | SharePoint

> **Accounting & CRM:** QuickBooks | Sage 50 Pro Accounting | Oracle PeopleSoft CRM

> **Remote**: Zoom | Microsoft Teams | Webex

Professional Development:

ABC Learning Provider Lombard, IL   5/2024
Microsoft Office Specialist Certified

Work Experience

Jones Household, Lisle   **12/2015 – Current**
Caregiver
  • Quantified Accomplishment
  • Quantified Accomplishment

ABC Medical Office, Lisle IL   **3/2001 – 12/2015**

Office Manager (11/2010 – 12/2015)
  • Quantified Accomplishment
  • Quantified Accomplishment

Administrative Assistant (3/2001-11/2010)
  • Quantified Accomplishment
  • Quantified Accomplishment

Education:

Roosevelt University, Chicago, IL
Master of Arts, Business Administration

Saint John's University Collegeville, MN
Bachelor of Science, Hospitality Management

Additional Resume Formatting and Other Tips:

Format DO's

- Font Size: 11 or 12 point
- Font Style: Arial, Calibri, Verdana, Helvetica, Tahoma
- Keep Same Font Size and Style
- Avoid tables, columns, text boxes, decorative lines, pictures, open/hollow bullet points.
- Cautiously use italics, lines, underlines
- Solid Bullet Points
- Bold Headings
- margins
- Save as Word doc and use name in resume title (not all ATS' can read PDF's or google docs)
- Resume should not be longer than two pages.

- Only list information relevant to the position you are applying to.
- Write clear, concise, and impactful statements highlighting your career achievements and skills.
- Identify Keywords and Skills
- How are they used and incorporate into your resume

Format DON'T'S
- No Headers or Footers
- No Lines
- No accreditations after name
- No Templates
- No keyword stuffing.
- Do not use an AI only written resume. Must add details and tweak language appropriately.

PROFESSIONAL DEVELOPMENT
If you are in training or recently completed training, please see examples below.

    ABC Learning Provider Lombard, IL
    Currently enrolled in **Agile ScrumMaster Training**

    ABC Learning Provider Lombard, IL
    Completed **Agile ScrumMaster Training**

    ABC Learning Provider Lombard, IL
    Certified **Agile ScrumMaster (CSM**