**Full Name**

City, State Zip

phone number

email address

LinkedIn profile

Your executive summary must be succinct and powerful. Include your target job title, the industry or sector, your years of experience, and any relevant specialties. Call attention to specific and measurable achievements.

Example: Innovation-drive, growth-focused Chief Products Officer with 18+ years’ experience in expediting product development, product launch strategy, market needs assessment, alliance management, and oper­ations. A results-oriented executive with a strong background in result-driven product development, having launched 10 products exceeding $50 million in sales within the last 10 years. Recognized for the ability to inspire innovation, collaborative leadership style, and ability to effectively translate complex product de­velopment problems into tangible action plans. A proven leader capable of establishing a long-term vision while achieving near-term goals.

**PROFESSIONAL EXPERIENCE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Most Recent Company**, City, State

Your Title (MM/YYYY)-(Present)

* Executive resumes should contain little discussion of day-to-day duties or hard skills.

o You must focus on the results you achieved.

* What did the business achieve under your leadership?

o How much did the business grow? What were some of the initiatives you launched to achieve

your goal? How did you foster innovation?

* Include as many numbers and specific results metrics as you can.

**Company Before**, City, State

Your Title (MM/YYYY)-(MM/YYYY)

* Executive soft skills are more important than hard skills.
* How did this organization benefit from your leadership?
* What big ideas did you bring to life in the organization?
* What risks did you take that really paid off?
* Did you enact operational or structural changes that really paid off?
* What are some of your professional values?

**Company Before**, City, State

Your Title (MM/YYYY)-(MM/YYYY)

* Work to illustrate how your leadership skills grew in these earlier positions.
* What accomplishments did you achieve?
* What innovations did you lead?

**Company Before,** City, State

Your Title (MM/YYYY)-(MM/YYYY)

* Work to illustrate how your leadership skills grew in these earlier positions.
* What accomplishments did you achieve and how do you inspire people?
* What innovations did you lead?
* What are your professional values?

**Company Before,** City, State

Your Title (MM/YYYY)-(MM/YYYY)

* It’s helpful to share a summary of your hard skills from positions earlier in your career to give recruiters and hiring organizations a better feel for your background.

**Company Before,** City, State

Your Title (MM/YYYY)-(MM/YYYY)

* You don’t need to include every position, especially if it’s more than 15 years ago.

**EDUCATION, AFFILIATIONS & CERTIFICATIONS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Degree, Graduation Year (YYYY)

College Name, Location

Amazing Certification Leadership Program 1

Amazing Certification Leadership Program 2

Tri-State Product Innovation Association, Chairman of Board (MM/YYYY)-(MM/YYYY)

Member: Relevant Industry Association 1

Member: Relevant Industry Association 2

**AWARDS & RECOGNITION**

Greater Metro Area Innovation Award Recipient (YYYY)

Most Amazing Executive Award (YYYY)