**Full Name**

City, State Zip **•** phone number **•** email address **•** LinkedIn profile

**SUMMARY**

Create a strong resume summary that highlights what it is you do, the types of companies you’ve worked with, and your strengths. Include your experience, areas of specialization, and your interests. Key skills include (be sure to include management-focused soft skills):

Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5 | Skill 6

**PROFESSIONAL EXPERIENCE**

**Most Recent Company**, City, State

Job Title, MM/YYYY-Present

A management-focused resume needs to highlight the teams you have managed and what those teams have achieved under your leadership.

● Summarize your accomplishments using as many numbers and specific results as possible.

● Focus your resume on skills and results rather than day-to-day duties.

**Company Before**, City, State

Your Title, MM/YYYY-MM/YYYY

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**Company Before**, City, State

Your Title, MM/YYYY-MM/YYYY

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● Summarize your accomplishments using as many numbers and specific results as possible.

● Focus your resume on skills and results rather than day-to-day duties.

● Include some of your technical skills from earlier in your career to give recruiters and hiring

organizations a better idea of your background.

**Company Before**, City, State

Your Title, MM/YYYY-MM/YYYY

Include some of your technical skills from earlier in your career to give recruiters and hiring organizations a better idea of your background.

● If a position is not relevant to the position you are applying for, feel free to leave it off.

● It’s OK for a resume to be 2 pages if your experience justifies it.

**EDUCATION, AFFILIATIONS & CERTIFICATIONS**

Degree, Graduation Year (YYYY), College Name, Location

Amazing Certification Leadership Program 1

Amazing Certification Leadership Program 2

Member: Relevant Industry Association

Member: Relevant Industry Association