

# First M. Last



555.555.555



doej@arden.virginia.edu



Charlottesville, VA



Linkedin.com/in/janedoe1955

## EXPERTISE

People Management

P&L Management

Process Improvement

Change Management

Risk Management

Negotiations

## EDUCATION

MBA

University of Virginia

Darden School of Business

BA, Economics

University of Virginia

McIntire School of Commerce

## HEADLINE

Your headline (above) is your brand – and should describe the intersection of your experience and your target role, e.g. Finance Professional, Digital Marketing Executive. This could be, but is not necessarily, your current job title. This paragraph that follows summarizes your KEY value proposition as it pertains to your audience. Think about your target reader. This is about the job you want, not the job you have. Avoid language that indicates you are unemployed or actively seeking – this is not relevant to your value.

## EXPERIENCE

### TITLE

Employer 1, City, State or Country, Year-Present (if still employed)

*Brief description of the employer if not a nationally (US) recognized organization. Aim to limit the description to one or two lines. Include ticker for publically traded company or industry for private company.*

Achievement Category 1 (e.g. Business Development, Digital Marketing)

- Consider breaking up large numbers of bullets with sub-headers – Achievement Categories - as shown here.
- As always, sub-headers should be achievements that your reader is scanning for.
- This structure is good for career switchers, to highlight skills that may not be obvious, and can be applied in any of the employer formats in this guide.

Achievement Category 2 (e.g. Leadership, Relationship Management)

- Bullets should describe your key accomplishments, and include quantified metrics if possible.
- Always have your target reader in mind. What are the skills s/he is scanning for? Keep your bullets focused on those skills.
- Start each bullet with an action verb that conveys a key skill to the target audience. Review action verbs to ensure that they best describe your key/target skills and are not overly redundant.

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## COMMUNITY

Board Member  
Bridges to Independence  
Arlington, VA

Volunteer  
Community Bridges  
Silver Spring, MD

Coach  
Arlington Soccer Association  
Arlington, VA

## OTHER CATEGORIES

Awards

Corporate Boards

Speaking Engagements

Publications

Technical Skills

Interests

## EXPERIENCE, CONTINUED

### TITLE 1

### TITLE 2

### TITLE 3

Employer 2, City, State or Country, Year-Year

*If you've had multiple roles at the same employer but your duties were the same, this format can be effective – shows career progression and takes up less space. To save even more space, simply use the most recent title. You don't have to list them all, especially for older employment history.*

- Aim for a max of 3-4 bullets per role. Avoid bullets that are more than 2/3 lines.
- Try to avoid technical jargon if it is not relevant to your reader.
- Use acronyms sparingly and spell out words where the reference is company specific or obscure

### TITLE

Employer 3, City, State or Country, Year-Year

*If a former employer was acquired during your tenure, be sure to note the new name or status in the brief company description.*

- Focus on your impact rather than your exposure. Results, results, results. Did we mention results?
- Either use periods at the end of each bullet or not at all – be consistent throughout.
- Use dollar values or quantities to help convey scale/importance of your accomplishments.

### TITLE

Employer 4, City, State or Country, Year-Year

- Always limit the resume to two pages. If you have less than 10 years of experience, try to limit it to one page. An exception would be adding a list of transactions or publications on a separate, additional page.
- For those with longer and more diverse careers, this can mean a thorough edit and paring down of the older jobs. Go back at least 10 years; beyond that go as far back as needed to convey relevance.