

RESUME OUTLINE

PAGE 1

NAME (CENTERED)
ADDRESS
TELEPHONE

OBJECTIVE:

SEEKING A XXXXX POSITION WHICH WILL UTILIZE MY YYY, YYY, AND YYYY
SKILLS AND PROVIDE A CONTINUING OPPORTUNITY FOR CAREER PROGRESSION.

MAJOR ACCOMPLISHMENTS:

5 BULLET ITEMS
WHAT DID YOU DO, SCOPE, RESULTS / BUSINESS IMPACT
USE PAST TENSE VERBS - CREATED, DEVELOPED, LEAD, INITIATED
GOOD WORDS - CROSS-FUNCTIONAL, MATRIX MANAGEMENT, QUALITY,
CUSTOMER SATISFACTION, EXCEEDED EXPECTATIONS, ETC.
USE NUMBERS AND RECOGNIZED ABBREVIATIONS FOR SYSTEMS APPLICATIONS

PAGE 2 WORK EXPERIENCE:

COMPANY - PRESENT YEARS

2-3 BULLET ITEMS
ROLES /RESPONSIBILITIES, SIGNIFICANT ACHIEVEMENTS
DO NOT RESTATE MAJOR ACCOMPLISHMENTS ON PAGE 1

COMPANY - PREVIOUS YEARS

2-3 BULLET ITEMS
ROLES /RESPONSIBILITIES, SIGNIFICANT ACHIEVEMENTS
DO NOT RESTATE MAJOR ACCOMPLISHMENTS ON PAGE 1

COMPANY - OLDEST YEARS
1 BULLET ITEM

EDUCATION BACKGROUND:

COLLEGE: DEGREE - MOST ADVANCED FIRST YEARS
CERTIFICATIONS IF ANY

PAGE 3 TECHNICAL SUMMARY:

LIST TECHNICAL SKILLS BY CATEGORY
FIRST CATEGORY LISTED - REFLECTS OBJECTIVE - PAGE 1

PC, MAINFRAME, CLIENT-SERVER, PROJECT MANAGEMENT, DATA-BASE,
PROGRAMMING LANGUAGES, ROUTERS, ENTERPRISE SYSTEMS - MODULES,
TELEPHONY SYSTEMS, OPERATION SYSTEMS, ETC.

ADDITIONAL DIRECTIONS: DON'T USE UNDERLINES OR SHADING