

# 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