

SAMPLE RESUME #4 – Optional format for people with extensive full time experience

Your Name

Street Address • City, State, Zip • Telephone number • E-mail (Centered)
List two Addresses if you need both Present and Permanent Address (Centered)

QUALIFICATIONS

- Eighteen years of varied industry experience in senior level corporate communications
- Demonstrated management leadership ability with staff and budgets
- Sole spokesperson, lobbyist, and avenue of last resort for internal and external conflict resolution
- Possess strong resilient sense of confidence
- Superior written, verbal and interpersonal communication skills
- Provide strategy, counsel and guidance to CEO and senior management

PROFESSIONAL EXPERIENCE

Name of Company

Title

City, State

Dates

- Information about what you did and accomplished
- Start each phrase with action words
- If job is current use present tense - If job is over use past tense
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Name of Company

Title

City, State

Dates

- What you did for company or client
- More information about what you did
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Prior Title (if you have held two different positions at the same company)

Dates

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Name of Company

Title

City, State

Dates

-
-

Name of Company

Title

City, State

Dates

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EDUCATION

Boston University College of Communication

Boston, MA

List degree with honors 1985
Concentration

SKILLS

Computer: Knowledge of PC and Macintosh formats: Word, Excel, Powerpoint, Dreamweaver, Filemaker, Quark
Language: Fluent in Spanish, basic knowledge of French