**RESUME**

**Personal**

|  |
| --- |
| JONH SMITH |
| j.smith@jsmith.com |
| 12.12.1969 |
| CA, USA |
| Married |
| American |

**Summary of Qualification**

A summary of qualifications is similar to a summary statement, but differs in two key ways:

1. It's formatted as a list of items rather than a single statement, and
2. It highlights specific accomplishments rather than general achievements.

It's most useful for job seekers who have a long work history or who are applying for senior positions. It's an effective way to highlight the most important, relevant parts of a long, detailed resume.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Grade School | Graduated | where | 1976 - 1981 |
| High School | Graduated | where | 1981 - 1985 |
| Technical College | Degree  | where  | 1985 - 1989 |
| Business School | degree | where |  2001 |
| University | degree | where |  2004 |

**Specialized Training**

Training courses you have completed and consider relevant to your career goals. Indicate dates and length of training.

**Languages**

|  |  |
| --- | --- |
| German | Your level |
| English | Your level |
| French | Your level |

**Computer**

|  |  |
| --- | --- |
| Microsoft Office | Your level |
| Quick Books | Your level |
| Abacus | Your level |
| Inside / Opacc one | Your level |
| Triton | Your level |
| SAP | Your level |

**Professional Experience**

This section can also be labeled "Experience, "Work History," or "Employment." We like using experience -- especially for new college grads, because experience is broader than work history, allowing you to include major school projects that showcase your skills and abilities.

This section should include company name, your job title, dates of employment, and major accomplishments. List experiences in reverse chronological order, starting with your most current experience.

List your accomplishments in bullet format (rather than paragraph format). Avoid discussing job duties or responsibilities.

If you don't have a lot of career-related job experience, consider using transferable skills to better highlight your work experience.

Finally, make sure to make use of action verbs when describing your accomplishments.