**USEFUL RESOURCES: List of (hard and soft) skills to include on your resume –** [**linked here**](https://resumegenius.com/blog/resume-help/skills-for-resume)

**OPTION 1: SUMMARY TEXT FORWARD**

*Use this version if you need a simple way to highlight the essence of who you are / what you are about. Think of the summary text as the your sales pitch – the story that you would want everyone to know about yourself.*

**FIRST NAME LAST NAME**

Instead of saying “summary” or “overview” use this top section to **brand yourself with one to three words** so recruiters easily know your key strengths.

Address | email | ###-###-#### | LinkedIn

**STRATEGIC OPERATIONS & COMMUNICATIONS SPECIALIST**

Project Management | Omni Channel Marketing | PR Agency Management

This text is your ‘sales pitch’. It should be a high-level description of what you are like and your key capabilities accomplishments. **Use numbers to help quantify your impact and sell yourself** and **BOLD text** to emphasize they key points so the paragraph is easier to digest.

Lorem ipsum dolor sit amet, **consectetur adipiscing elit**, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. **Duis aute irure dolor in reprehenderit in voluptate velit** esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

CORE COMPETENCIES AND SKILLS

Highlight key skills and/or competencies so recruiter can easily see how you **match the job requirements** and so they can be easily scanned by digital screening tools.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency |
| Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency |
| Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency |

**OPTION 2: COMPETENCY FORWARD**

*Use this version if you want to highlight your transferrable skills, to make it clearer how your past experience is relevant to the position you are applying for.*

Below the one to three key branding words, add one to two sentences to summarize **(and sell!)** your career and capabilities, so recruiters quickly understand who you are.

**FIRST NAME LAST NAME**

Address | email | ###-###-#### | LinkedIn

**ACCOUNT MANAGER – SALES PROFESSIONAL – RELATIONSHIP BUILDER**

*Senior marketing executive with 15 years of experience across fashion, retail, and CPG who has experience managing 30M P&L and driving growth across Fortune 500 companies.*

Pulling out and describing core competencies/key areas of expertise makes it easier for the recruiter to **understand your transferable skills**. Be sure to **use numbers to help quantify** your past impact/accomplishments and to sell yourself.

* **Competency / Area of Expertise:** Lorem ipsum dolor sit amet**,** consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
* **Competency / Area of Expertise**: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
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* **Competency / Area of Expertise**: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

KEY SKILLS

Highlight key skills (especially technical ones) so recruiters can easily see how you **match the job requirements** and so they can be easily scanned by digital screening tools.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skill | Skill | Skill | Skill | Skill | Skill |
| Skill | Skill | Skill | Skill | Skill | Skill |
| Skill | Skill | Skill | Skill | Skill | Skill |

**OPTION 3: ACCOMPLISHMENTS FORWARD**

*Use this version if your strongest asset is your previous accomplishments, so you can easily pull them out, so they don’t get buried in the details of your resume.*

Below the one to three key branding words, add one to two sentences to summarize **(and sell!)** your career and capabilities so recruiters quickly understand who you are.

**FIRST NAME LAST NAME**

Address | email | ###-###-#### | LinkedIn

**ACCOUNT MANAGER – SALES PROFESSIONAL – RELATIONSHIP BUILDER**

*Senior marketing executive with 15 years of experience across fashion, retail, and CPG who has experience managing 30M P&L and driving growth across Fortune 500 companies.*

Share a few key accomplishments to help **demonstrate your impact** and scope of experiences. Be sure to **use numbers to quantify your impact and bold text** to highlight the key points.

* **Key accomplishment 1** - lorem ipsum dolor sit amet**,** consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
* Key accomplishment 2 **- lorem ipsum dolor sit amet,** consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
* Key accomplishment 3 - lorem ipsum dolor sit amet**, consectetur adipiscing elit, sed** do eiusmod tempor incididunt ut labore et dolore magna aliqua.
* **Key accomplishment 4** - lorem ipsum dolor sit amet**,** consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Highlight key skills and/or competencies so recruiter can easily see how you **match the job requirements** and so they can be easily scanned by digital screening tools.

CORE COMPETENCIES AND SKILLS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency |
| Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency | Skill / Competency |
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