



Resume Template For Career Center Clients

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PROFESSIONAL EXPERIENCE

[List place of employment, job title and years in that job. Start with current/most recent job and go back at least ten years. Do not list duties which would be expected with the job title, but list with bullets any duties or accomplishments outside of what would be expected in the job. Quantify accomplishments as much as possible. Use phrases, not sentences. See example below.]

ABC Manufacturing Co., Baton Rouge LA

Sales Manager

November 2006 – present

- responsible for a 10-state territory
- manage five sales representatives
- developed new sales training

Sales Representative

January 2003 – October 2006

- grew territory 20% in three years
- developed new system which saved company 10% in sales department costs

XYZ Accounting Service, Baton Rouge, LA

Accountant

March 1998 – December 2002

- managed five employees
- supervised opening of new office location
- identified cost savings of xxx\$

Additional work history available upon request

EDUCATION AND TRAINING

[List high school diploma or GED if no college. Or list college work by name of institution, location, and degree held. List specific courses, certification or CEU's. See example below.]

Leadership Certificate, Leadership Academy, New Orleans, LA

MBA, Louisiana State University, Baton Rouge, LA

Certified Public Accountant

BA in Business, Louisiana State University, Baton Rouge, LA

ADDITIONAL SKILLS

- Computer literate in Microsoft Office, all major accounting programs
- Bi-lingual (English/Spanish)

References will be furnished on request.

[These should be on a separate page. Offer at least three references with name, address and phone number. Be sure to ask the individual's permission before using name as a reference.]

[Additional notes:

- *Limit information to one or one and a half pages.*
- *Use plain white or off-white paper with black ink and a plain font.*
- *Check to be certain there are no typos or misspelled words.]*

Never ever lie on a resume, it will catch up with you!