First Last (1)

(2) City, State Zip | (xxx) 123-4567 (3)

(4) Professionalname@mail.com | LinkedIn.com/in/yourURLhere (5)

(6) *Headline e.g.* **Certified Business Analyst | Project and Event Coordinator | Trainer/Facilitator**

(7) Professional Summary

A/an *(adjective) (noun)* with *(number)* years of experience in the *(functional knowledge /Industry)*. Key functions/ strengths/ responsibilities include *(skill), (skill),* and *(skill).* Special abilities in both *(skill)* and *(skill).* A *(adjective)* and *(adjective)* person who *(verb)* and *(verb).*

(8) Highlighted Skills

Important Skills first	2 – 3 Word Phrases	Keep it Simple
Pull from Job Posting	Gives Clues	Be Creative
Use 3 Columns	Relevant Skills	No Bullets
3 – 4 Lines	Create Visual Center	Soft Skills Last

Professional Experience

Most Recent Position Title (9)   (10) **Month/Year – Month/Year**
Name of Company, City, State

(11) *Optional: You can add a short 2 – 3 sentence paragraph giving context to your company or position responsibilities here if you'd like, but it is not necessary.*

- Use QUANTIFIABLE accomplishment statements to tell not only what you did, but most importantly, how much, how often, and how well you did it.
(12)
- The strongest bullet points highlight the positive result first, then the action you took.

- For example: Increased customer traffic by 30% by implementing a new (descriptor) system.

- Stick to 3 – 7 bullet points per position, no longer than 1 – 2 lines each, giving more emphasis to the most recent and relevant positions.

Second Position Title   **Month/Year – Month/Year**
Name of Company, City, State (13)

- If employed with one company more than 10+ years in multiple positions, split up work experience to show progression in responsibilities and career advancement.

- Support highlighted skills by showing how you used them in your position.

- Use action words to describe your accomplishments.

- Highlight transferrable skills and accomplishments relevant to the position you seek

- Try to think of examples where you saved money, increased customers, increased sales, improved a process, dealt with a difficult situation effectively, demonstrated leadership, etc. Use dollar signs and percentages where possible.

Education/Training

Name of Degree (Date Optional) (14)
School, City, State

Name of Certification (Date Optional) (15)
School, City, State

Awards and Professional Associations

List relevant awards and accolades here

(16)

Building a Networking Resume

TRI-VALLEY CareerCenter
A service of the Chabot-Las Positas Community College District
(925) 560-9431   trivalleycareercenter.org

These instructions match the accompanying Microsoft Word template for a chronological resume. Your networking resume can be stylized and should be 1-2 pages. It is formatted differently than a resume for an online applications using an ATS. Your resume should change depending on the type of job and the company that you are targeting. Sections Numbers below correspond to the numbers on the resume on page 1.

TIP: Recommended font is sanserif font, point size 11 with your name and section headings in a slightly larger. However, in general, use one font and be consistent with size throughout the document.

TIP: Margins should be three-quarters of an inch (.75), however the top and bottom can be half an inch (.5).

1 Your first and last names go here.

2 Address, City, State and Zip are optional. Employer biases regarding background or commute could be inferred from them. If this is likely, you may want to leave them off.

3 Your phone number should be in working order, with a professional message and room to leave a message.

4 If you don't have a serious, professional email address, create one for free at Gmail, Yahoo, Comcast or other free services. Don't use anything hobby-, family-, party-, or age-related, in your email address. First initial and last name are often used for simplicity. If you also use a number, don't use a birth or graduation year.

5 If you have a LinkedIn account, put the URL here. Be sure to customize the URL to your name. Do not include a long numerical URL. Do not include Facebook, Twitter, or other social media links. LinkedIn is appropriate since it is for professional use. Also, be sure to update your LinkedIn profile first.

6 A headline replaces an objective. It shows the types of occupations/job titles you seek. This can and should change depending on the job description.

7 Summary wording is only a suggestion. Replace italicized words with your own or use your own summary instead. Fill in your chosen words to describe yourself and your professional history.

8 Match skills to the specific job description. This should change for each job being sought so that it highlights the skills the hiring manager wants in his/her new employee.

9 Use this section to describe your own professional experience. Start with your most recent job and go backward. Fill in gaps with volunteer positions or other non-paying activities where appropriate.

10 Use either "month year"- "month year" (March 2010-May 2015) or year- year (2010-2014). Be consistent throughout the resume. If you were there for less than a calendar year, simply put the single year (2014). Don't go back more than 10-15 years in your experience even if you have over 20 years of work experience.

11 Sometimes a job title does not give enough information about your actual job duties or describe the company. You can write a 2-3 sentence paragraph to tell more about your responsibilities here. Full sentences are not required. For consistency, repeat this for each company and/or position.

12 Use bullet points to make your resume easier to read and to pull out vital information. Use accomplishment statements where you can, showing your results and how you can help the employers with their issues. Refer to the job description to include an employer's critical areas of need.

13 If you spent ten plus years at one company, separate your positions out to show the progression and increased job responsibility.

14 Include all relevant education, certificates and trainings. Group schooling together, with your highest degree listed first. List high school ONLY if it is very recent. Also list current schools, mentioning expected graduation dates. If you have other relevant certifications, list them after schools.

15 If your graduation year dates you unfavorably, leave it off.

16 Optional sections are Computer/Software Knowledge, Awards and Recognition, Language Abilities, and Community/Professional Involvement.

17 Footer is optional. DO NOT include "References Available Upon Request." That is assumed.