

INSTRUCTIONS: TYPE OVER. ADD. DELETE. REPLACE OUR CONTENT WITH YOUR DATA. REMOVE STATEMENTS IN RED.

TYPE FIRST NAME – LAST NAME

Telephone Number
Email Address

LinkedIn
Twitter

SUMMARY OF QUALIFICATIONS

Produce a Wow statement. Create a photo with words. Mirror what the employer seeks. Include Hard Skills. No action verbs. Use adjectives as describing words to support, enhance and strengthen your statements

- Tested administrator in directing large operations involving sizeable amount of personnel, equipment and facilities.
- Recognized for exceeding client expectations by consistently delivering projects on time and within budget
- In-depth administrative experience in the proper application and execution of grants valued from \$1M to \$15M
- Compelling written and spoken communication skills; Fluency in English, Spanish, understands Mandarin Chinese
- Advanced technology and computer literacy: Oracle, PeopleSoft and AS/400, MS Office, Excel, Word, Access
- Recognized for the capacity to rapidly adapt to new technologies and proficiency in a variety of proprietary software

WORK EXPERIENCES

Skill Group Heading (Ex: Management, Supervision, Project Coordination, Food Service, Assembly)

- Task statements go here. Task statements are detailed work activities. Statements are tasks which you performed.
- Task statements begin with action verbs. Verbs give statements motion. Extend your sentences across to page.
- Find examples of tasks statements: onetcodeconnector.org or onetonline.org. Do not use exact statements.
- Task Statements require substance. Include numbers, data, facts, and measurable information. Be truthful.

Headings are Competencies (NOT Occupational Titles) (Work or Job Titles belong under Employment)

- *Manage a restaurant.* This is a weak task statement – no value. Examples for ideas on writing bolder statements.
- Direct and oversee largest fine food and beverage restaurant in the region serving over 5,000 customers per week.
- Design compensation plans, account analysis, accrual calculations and accounting documents and schedules.
- Oversaw day-to-day operations, coordinated sales and service, records, payroll, deposits, shipping and receiving.
- Produced 3-year and 5-year pro-forma financial statements, prepare financials, and review balance sheets, and income statements, maintain ledgers and reconciliations; ensure accurate estimates of assets, revenues, expenses, and cash flow.

EMPLOYMENT HISTORY

Type company or Job title here	Type job title or company here	0000 – 0000
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EDUCATION

Name of educational Institution	Type name of degree here	Major or Area of Study	0000 – 0000
Name of educational Institution	Type name of degree here	Major or Area of Study	0000 – 0000

SPECIALIZED INSTRUCTION AND TRAINING

Name of Training school	Type name of degree here	Area of Training	0000
Name of Training School	Type name of degree here	Area of Training	0000

CERTIFICATES

Issuing Organization	Type name of certificate here	Area of qualification	0000
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Add/Delete Sections (i.e., Volunteerism, Professional Development, Awards and Recognitions) to match you to the position.

Your Résumé Must Answer the Question: “Why should an employer hire you?”