



STANDARD RESUME EXAMPLE

This is a standard form of a reverse chronological résumé. Read it, study it, see how it compares with your current résumé, and adapt it to your situation, if necessary.

YOUR NAME
YOUR ADDRESS
YOUR PHONE NUMBER
YOUR EMAIL

EXPERIENCE:

April 2011–Present NAME OF COMPANY [Short explanation of what the company does or explanation of the division of a large company, so that anyone can clearly understand its function])

TITLE: [Make sure the title is commonly understood; if not, explain it in common terms.]

A specific, understandable explanation of your duties and responsibilities, as well as specific accomplishments that are highlighted. Write all the way from one margin to another so that you can get as much information on one page as possible. Write no more than a three- or four-sentence paragraph that a high-school senior could understand. Remember, the résumé is to communicate why you should be interviewed.

January 2006 –April 2011 NAME OF COMPANY [Same as previous example]

TITLE: [Same as previous example; if your title is odd, you may want to change it to make it resonate better; just be sure to explain to an interviewing or hiring authority what you have done during the interview.]

Again, explanations of duties and responsibilities need to be clear to anyone who would read them. Remember, that numbers and statistics get recognized and paid attention to. So if you can quantify what your successes and accomplishments have been with numbers or statistics, do so. Percentages of sales quotas, cost savings, size of a department, even amounts of budgetary responsibility are noticed. Highlight or bold any outstanding numbers that will set you apart from other candidates.

August 2000–January 2006 NAME OF COMPANY [Same as previous example]

TITLE: [Same as previous example]

The further back you go in your job history, the less you have to explain about what you did and how you did it. Highlight the outstanding success or performance, but one or two lines of information will suffice. A hiring organization is most interested in what you have done in the past few years.