

This resume outline should be used as a starting point for a visual model and general guidelines.
You are encouraged to construct a resume that fits your own needs.

FIRST & LAST NAME

Street

City, State, Zip

Phone Numbers

Personal Email (*never use your work email*)

SUMMARY (Optional)

Small Paragraph-up to 3-5 lines of overview of career if more than 5 years (*Bullet relevant career points. 4 to 6 points, optional if less than 5 years*)

- Business Strategy & Development
- Broker Management
- New Product Development
- Market Research and Evaluation

PROFESSIONAL EXPERIENCE

COMPANY NAME, CITY, STATE

Title of Job

Responsibilities written out in paragraph format up to 3 sentences. **Select** accomplishments written out in bullet format and should be quantifiable and measurable. More accomplishments for current positions and less or none for beginning positions.

- Accomplishment
- Accomplishment

If you had different positions within one company,
list the company name once and list the other positions
below each other.

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- Accomplishment

EDUCATION

Graduate School, City, State, Degree, Year

Under Graduate, City, State, Degree, Year

ADVANCED COMPUTER SKILLS

Include and emphasize various specialized software packages that are appropriate. Apollo, SAS, Nielsen, IRI, etc. Microsoft Office software knowledge should be a given, but still list.

The smallest point size
for type should be 10 pt.

SPECIALIZED EDUCATION AND TRAINING

Include seminars, workshops or any classes with specialized training.

PROFESSIONAL AND CIVIC AFFILIATIONS

Include memberships to trade associations and organizations as well as volunteer positions within the community.