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OBJECTIVE: *This is optional, but if not in the resume, it must be in the Cover Letter.* Seeking a software sales position in an organization seeking an extraordinary record of generating new accounts, exceeding sales targets and enthusiastic customer relations.

PROFESSIONAL SUMMARY

This is a short paragraph that recaps your overall qualifications and what you can offer an organization, including:

- *Specific knowledge, talent, or education that “ties” you to your career interest*
- *Self-management skills*
- *Work attributes*
- *Soft Skills*

KEY QUALIFICATIONS

- *Highlights your key skill areas – draws attention to specific skills that support your job*
- *Draws the reader’s attention to specific skills that you possess and can offer the company*
- *Looks for key words in the job announcement; if your skills match, list them in bullet format*
- *Lists your certifications and/or licenses*
- *Lists your security clearance if required for the position; remember to have your resume cleared by your Security Manager if still on active duty when you write it.*

PROFESSIONAL EXPERIENCE

Start with job title, company, month/year “Legal Services, United States Air Force, 1/2014”

- *Use civilian terms; no acronyms (unless described)*
- *Begin with an action verb or dynamic adjective*
- *Avoid use of “Responsible for” use “Accountable” “Oversee” instead*
- *Write in past tense when in past and in present tense when still on the job*
- *Quantify results when possible using numbers, percentages, statistics, examples etc.*
- *Do not use “I”, “We”, “Her”, “Him”*

EDUCATION

Bachelor of Science, Health Care Management (Cum Laude), Southern Illinois University, Carbondale, Illinois (Year if within 10 years)

Associates of Arts, Criminal Justice, Metro State College, Denver, Colorado (42 semester units)

Associates of Arts, Business Administration, Metro State College, Denver, Colorado, (Anticipated Graduation, Feb 2016)

AWARDS

PROFESSIONAL AFFILIATIONS: Only if it is pertinent to what you will do

CIVIC/COMMUNITY LEADERSHIP:

PUBLICATIONS: