

- BENJAMIN HENDERSON -

Use a strong headline. For example:

President and CEO: Manufacturing Start-Ups and Turnarounds
P&L up to \$150M | Global Teams of 400+ | 300% Revenue Growth in 4 Years

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- ▶ [Learn how to write bold executive summaries](#) (examples and templates)
 - ▶ Include your target job title, industry/space, years of experience, and specialties.
 - ▶ Highlight key achievements or career themes
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PROFESSIONAL EXPERIENCE

Company 6, Location • Job Title

MM/YYYY - Present

At the executive level, little attention should be paid to your day-to-day duties, work habits, or even hard skills. Instead, it's all about results and impact. Under your [leadership](#), what was the business able to achieve? What were your biggest initiatives? What bold moves did you make improve the company's standing? How much did the business grow while you were in the position?

- ▶ [Learn more about creating powerful, concise executive accomplishments](#)
- ▶ [Numbers and results](#). Executive recruiters need to know you're going to move the needle
- ▶ For example: "Added \$32M in new profit over 3 years by developing differentiated product line which decreased service time 50% for end users."

Company 5, Location • Job Title

MM/YYYY - MM/YYYY

When applying for executive positions, you can't lean on your hard skills as much as you did earlier in your career. [Executive soft skills](#) take on greater significance. Unfortunately, you can't just say you have leadership and expect executive recruiters to believe you. You have to find a way to prove it. For example:

- ▶ [Leadership](#): Ask yourself, what situations benefited the most from your timely leadership?
- ▶ Vision: When you mention your big ideas, initiatives, and accomplishments, demonstrate your vision by including the why and placing them in context of the bigger picture.
- ▶ Entrepreneurial: Think back to any pet projects you nurtured, departments you grew, or calculated risks that paid off big.
- ▶ Innovation: Compile the best examples and stories from your past experience in which you changed operating procedure, streamlined processes, consolidated systems, or mined a previously untapped sector of the market.

Company 4, Location • Job Title

MM/YYYY - MM/YYYY