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## Executive Summary

(Insert key strength(s)) (insert target job title) with (insert years of experience) in the (insert specialty/industry) space. Specialties include (insert 3 – 5 areas of relevant expertise). A (insert key strength) (insert noun to describe yourself – i.e. leader, change agent, etc.) recognized for (insert key trait) and/with (insert key trait) to (insert outcome – i.e. achieve goals, drive revenue, ensure operational efficiency, etc.).

- ❖ Punctuate your summary with bullet points highlighting key achievements or career themes
- ❖ For example: "P&L up to \$160M, Global Teams of 300+, 250% Revenue Growth in 3 Years"

## 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?

- ❖ 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-Present

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-Present

Typically, we advise to keep your resume to one page if at all possible. But if you've been at it long enough to reach the C-suite -- particularly if it's been 10+ years -- you deserve another page or two. Don't worry too much about expanding beyond a single page as you show your career trajectory. That said, make sure to put your most important information and achievements on page one.

- ❖ Just because you can go beyond one page doesn't mean you should take the opportunity to get overly wordy or dig into the mundane details of the work.
- ❖ Use short bullet points and strong accomplishments to keep your experience powerful and to-the-point.

**Company 3, Location**

Job Title, MM/YYYY-Present

Your executive brand is important to executive recruiters. "I don't care if it goes back 15 or 30 years," per expert executive recruiters. "I just want to see that the resume is promoting a highly competent, proven executive who knows what they're best at, where they want to go, and what they really want to do next in their career."

- ❖ Find opportunities to show not only the end results, but how you identify opportunities and achieve results
- ❖ If possible, communicate your business values. Give the recruiter an idea of what you'll want to accomplish first at this new job based on what you're sharing about your previous jobs.

**Company 2, Location**

Job Title, MM/YYYY-Present

As you get further back in your career to your roles as a manager or individual contributor, start to pepper in more of your hard skills and domain knowledge. Executive recruiters will like to gain an understanding of your career foundation.

**Company 1, Location**

Job Title, MM/YYYY-Present

"What have you done for me lately?" You don't need to include your entire career on your resume. If something is 15 or more years old, think hard about whether it adds to your candidacy or not, especially if age discrimination is a concern.

**Education**

Degree, Graduation Year (YYYY - Optional)

College Name, Location

List additional certifications obtained or relevant leadership or management trainings completed