

Ultimate Resume Template – Professional Version

Here is your ultimate resume template for a working professional. I recommend keeping your resume to two pages or less regardless of your tenure. The instructions are provided within each section. Simply remove them after reading and proceed. Please format for your word processing tool.

FIRST NAME LAST NAME

Street Address • City, State Zip Code • (555) 555-5555 • emailaddress@domainname.com

CAREER PROFILE

INSTRUCTION: *The Career Profile provides a quick snapshot of you as a professional. Your goal is to provide a two-paragraph, high-level overview of your entire career. This helps employers develop a picture in their minds regarding who you are and what's forthcoming in your resume. You want to entice them. Keep in mind; this is your "sales copy" of you to get them interested! As you develop your resume, simply remove this italicized text and start creating over the next two paragraphs.*

First Paragraph Career Profile should contain two to three sentences for optimal digest. Include your aggregated work experience (i.e., how many years of work experience), your major area or industry of focus (banking, business services, communications, education, engineering, entertainment, financial, gaming, leisure, media, technology, and so on), and the types of companies you have worked for (e.g., large Fortune-500, medium-size Fortune 2000, start ups, and so forth). The second portion of this paragraph should include an extremely high-level explanation of your accomplishments and activities (e.g., sold products, developed marketing strategy, optimized business processes, built teams, operated restaurants, and so on).

Second Paragraph Career Profile should contain one to two sentences for optimal digest. List your specific professional competencies within your industry (e.g., Strategy Development, Business Development, Sales, Marketing, Human Resources, Recruiting, Financial Management and so on.)

CAREER HIGHLIGHTS

INSTRUCTION: The Career Highlights section provides a quick snapshot of your greatest accomplishments as a professional. Regardless of your tenure in the workforce, provide three to four major accomplishments. Your goal is to show the magnitude of the accomplishments and the benefits your company, its customers, or partners have realized as a result of your accomplishments. It is always best to identify tangible, quantifiable benefits, but non-tangible benefits are also effective. As you develop your resume, simply remove this italicized text and start creating over the bullets below. Remove the italics section and proceed.

- Career highlight number one.
- Career highlight number two.
- Career highlight number three.

PROFESSIONAL EXPERIENCE

INSTRUCTION: The Professional Experience section provides a more detailed view of your work experience. You should list your experience in reverse chronological order (i.e., most recent work history on top). It is best to highlight the company name and its location (city, state) as well as the months/years you worked there.

Immediately below the company name, there are a couple of options. You can provide a one-sentence, high-level description of the company to ensure the employer understands your current and previous companies' goals. This is simply for frame of reference, but is helpful especially if you have worked at lesser-known medium or smaller-sized companies. You can follow that sentence with one or two high-level sentences regarding you, your accomplishments, and your role(s) at that company. This is a summary of you at the time you worked for that specific company.

Immediately below the company name, provide your title. If your company uses titles that might confuse the prospective employer, you can provide a parenthetical explanation next to the title that highlights your business function. This general explanation can be helpful when the title is not intuitively obvious. Remove the italics section and proceed.

CURRENT EMPLOYER, INC. Town, IL

Month/Year to Present

Description of this company and its over goals or service to the world. Description of your purpose at this company and your accomplishments.

Current Title (place dates here)

High-level description of your overall responsibilities. Place bullets before for detailed accomplishments related to the position:

- Place bullet here starting with an action word followed by your accomplishment and responsibility or responsibilities.
- Place bullet here starting with an action word followed by your accomplishment and responsibility or responsibilities.
- Place bullet here starting with an action word followed by your accomplishment and responsibility or responsibilities.

PREVIOUS EMPLOYER, INC. Town, IL

Month/Year to Month/Year

Description of this company and its over goals or service to the world. Description of your purpose at this company and your accomplishments.

Title when at this employer (place dates here)

High-level description of your overall responsibilities. Place bullets before for detailed accomplishments related to the position:

- Place bullet here starting with an action word followed by your accomplishment and responsibility or responsibilities.
- Place bullet here starting with an action word followed by your accomplishment and responsibility or responsibilities.
- Place bullet here starting with an action word followed by your accomplishment and responsibility or responsibilities.

EDUCATION

STATE UNIVERSITY, City, State, Year

B.S., Field of Study

EXTRACURRICULAR & VOLUNTEER ACTIVITIES

Company, City, State, Dates

Activity Function, Title, etc. – Served as [insert function here].

Non Profit Entity, City, State, Dates

Activity Function, Title, etc. – Served as [insert function here].

Add activities as appropriate!

Meet Your Coach!

Andrew LaCivita is currently a world- leading career and leadership coach, trainer, and speaker. He is the award- winning author of three books, including *The Hiring Prophecies: Psychology behind Recruiting Successful Employees* and *Interview Intervention: Communication That Gets You Hired*, and has dedicated his life and career to helping people and companies realize their potential.

During his career, he has served as an executive in large and small companies, board member, angel investor, and serial entrepreneur. Everything he does is aimed at helping people and companies reach peak performance.

Through the executive search firm, milewalk, which he started in 2004, he has consulted to more than 200 companies, counseled more than 12,000 individuals, helped nearly 600 people successfully secure new jobs, and negotiated \$100 million dollars in salaries and compensation on their behalf.

His job interviewing methodology has statistically, historically proven to increase the job seeker's chance of getting hired by more than 560%.

In 2016, Andrew created the milewalk Academy, his training and coaching site to support people in their careers and organizations in their hiring efforts. Individuals will find incredibly valuable free and paid training and coaching related to every imaginable aspect of supporting their careers.



He also is the executive producer, writer, star, video engineer, and sound engineer of his Top 5 career vlog titled [Tips for Work and Life®](#). This multi-modality platform is designed to educate, entertain, and inspire the viewers via whatever medium they love. You can also find Tips for Work and Life® multi-cast on his [YouTube channel](#), [iTunes](#), and various other podcasting platforms.

As a career and leadership expert, Andrew serves as a trusted media resource and is often featured on television, radio, and Internet magazines for his insight and opinion on job searching, recruitment, and employment market trends. He has contributed to several prominent international news outlets such as Fox Business, ABC, Inc., Business Insider, and Forbes.

To learn more about his coaching, courses, and books, visit him at the [milewalk Academy](#).