

# CARLA YOUNG

PROFESSIONAL TITLE

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 212-123-1234

 Name@CareerReload.com

 City Name, State, Zip

## EDUCATION

### Degree Name

University of New York  
New York, NY - 20XX

### Degree Name

University of New York  
New York, NY - 20XX

## EXPERTISE

### PROFESSIONAL

- Leadership and training
- Creativity
- Planning and Forecasting
- Management
- Budgeting

### TECHNICAL

- Lorem Ipsum
- Business Management
- Attention to Detail
- Resource Management

## SUMMARY STATEMENT

Use this area for your elevator pitch to promote your awesome skills and achievements that can truly help the company you're applying to. If you have specific number or percentages to quantify any achievements, use them. Show why you are uniquely qualified, instead of just saying so. Keep this section short and concise. Integrate keywords and qualifications aligned with the company's specific needs. You should include the most relevant, impressive information.

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## WORK EXPERIENCE

### Enter Job Position Here

Jan 20XX - Present

Company / Location

In few lines before the bullet points, summarize your main responsibilities and provide information about the organization. For your present position you can use present tense, for the rest, use past tense.

- Highlights your most relevant qualifications and accomplishment for the job by listing them first. If you have specific numbers or percentages to quantify your accomplishments and qualifications, use them.
- Boldding growth percentages, dollar figures, and other key accomplishments is also a good strategy.
- Start your bullet points with a powerful action verb like "managed".
- The secret to an outstanding and great resume is to remove the pronouns (he, she, I) entirely. Pronouns are redundant.
- Bullet points ensure that your key achievements will be seen. Keep it short and concise. Avoid listing irrelevant experience.

### Enter Job Position Here

Apr 20XX - Dec 20XX

Company / Location

In few lines before the bullet points, summarize your main responsibilities using past tense and provide information about the organization.

- Highlights your most relevant qualifications and accomplishment for the job by listing them first. If you have specific numbers or percentages to quantify your accomplishments and qualifications, use them.
- Boldding growth percentages, dollar figures, and other key accomplishments is also a good strategy.
- Start your bullet points with a powerful action verb like "managed".
- The secret to an outstanding and great resume is to remove the pronouns (he, she, I) entirely. Pronouns are redundant.

## CERTIFICATIONS

Certification Name, Organization, 20XX

Name of Certification, School/Organization, 20XX

Certification Name, Organization, 20XX

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**William S. Pfeiffer**



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Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

**Wired Resume Guide, Version 2.0** Cengage South-Western, Tim Krause, 1999-12

**FranklinCovey Style Guide** Stephen R. Covey, 2012-06-07

FranklinCovey Style Guide For Business and Technical Communication can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today s online media and global business challenges The only style guide used in FranklinCovey s own renowned Writing Advantage TM and Technical Writing Advantage TM programs it covers everything from document design and graphics to sentence style and word choice This edition s many improvements include extensive new coverage of graphics writing for online media and international business English Through dozens of examples and model documents writers learn how to overcome writer s block and efficiently create documents from start to finish FranklinCovey s experts show how to get powerful results from every email add distinctiveness and power to any online presence write far more effective proposals letters memos reports and resumes and improve all forms of documentation from business procedures to highly technical content You ll learn how to quickly discover and prioritize the information you need whether you re planning a presentation leading a meeting or managing a project The authors reveal how to design visuals that communicate messages instantly and intuitively and use charts color illustrations maps photos and tables to supercharge any presentation Packed with up to the minute examples this A Z guidebook can help you write more effectively no matter who you are whether you re a business or sales professional who must motivate and persuade a technical professional who must explain challenging content more clearly and accurately or a student who needs stronger writing skills to succeed in school and in your career

The Smart Woman's Guide to Resumes and Job Hunting Julie Adair King, Betsy Sheldon, 1997 Master the job search game whether you re climbing the corporate ladder switching careers or re entering the workforce after years at home This latest edition gathers the most up to date information tips secrets and advice on resume writing job seeking interviewing and salary negotiations and features updated sample resumes

Peter Norton's Introduction to Computers Office 97 Tutorial with 3.5 IBM Disk Peter Norton, 1998-01-05 Peter Norton s new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

**Vault Guide to Resumes, Cover Letters & Interviews**, 2001 Professional career guide from the Vault Career Library uniquely combining all three areas of job searching and interviewing

**The Complete Resume Guide** Marian Faux, 1995 This popular guide features over 75 sample resumes designed for 200 job classifications for everyone from recent grads to mid career job changers and from blue collar workers to professionals

*Guide to Internet Job Searching, 2002-2003* Margaret Riley Dikel, Frances E. Roehm, 2002-04-22 The essential guide to finding a job online This definitive guide to harnessing the

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**The JobBank Guide to Computer & High-tech Companies**, 1999. [Engineering Student Survival Guide \(BEST Series\)](#) Krista Donaldson, 2004-04-29. The third edition of this wildly successful text provides information and strategies for engineering students to get the most out of their college education. From freshman orientation to senior year and beyond, this book covers topics pertinent and unique to all engineering students. [Resumes For Dummies](#) Joyce Lain Kennedy, 2000-05-15. *Dummies* keep getting smarter. That's why we've updated *Resumes For Dummies 3rd Edition* to keep you one step ahead for the 21st century. Starting with all the tips and tricks you'll need to showcase your skills and abilities on paper, this edition also takes you into the world of the cyber resume. Recent grads and veteran workers alike can benefit from the strategies, worksheets, and sage advice from author and nationally recognized careers expert Joyce Lain Kennedy. Whether you're sending online or off, you'll find out how to create resumes that dazzle with a strong first impression and leave a lasting impact with potential employers. From choosing the right resume style to putting the right spin on employment gaps, lack of experience, or frequent job hopping, *Resumes For Dummies 3rd Edition* brings you up to speed with everything you need for finding the right job in today's market. **The Guide to Basic Resume Writing** Public Library Association, VGM Career Books (Firm), 2004. All of your educational, professional, and personal accomplishments will not help you get a job if you cannot condense that information in a concise, polished resume. And while you may think resume writing is not one of your strengths, it is the skill that will do the most to get you to the next step: the job interview. With so much riding on the resume, you need help from the experts. Just follow the simple steps in this book, and in no time you will produce a document that skillfully summarizes your qualifications and separates you from the rest of the pack. **Pocket Guide to Technical Communication** William S. Pfeiffer, 2007. This handy reference is ideal for anyone interested in improving business, technical, and scientific writing. It contains samples of every major document type: resume, business letter, etc., and showcases well-written documents that serve as how-to guides so readers can model the organization structure and tone in their own writing assignments. It emphasizes the writing process, the structure and design of writing, and related topics such

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The Resume Guide for Women of the '90s Kim Marino,1990 **Kansas**

**Employability Skills Curriculum Guide** ,1990 *The Graphic Designer's Guide to Portfolio Design* Debbie Rose Myers,2005-02-07 Tips and samples of successful portfolios will help you redesign your existing portfolio to shine in the eyes of those you want to impress For students and professionals alike this book shows you how to create a portfolio that demonstrates your expertise technical skills and creativity Jacket

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