

# 2 PAGE VERSION



## HARRY WILLIAMS

MARKETING DIRECTOR

### CONTACT

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Los Angeles, CA  
harrywilliams.com  
www.harrywilliams.com

### SKILLS

Communication  
Organization  
Project Manager  
Strategic Skills  
Active Listening  
Logical Thinking  
Teamwork

### EDUCATION

#### MAJOR OF BUSINESS IN MANAGEMENT

University of Southern California  
Los Angeles, CA

#### MAJOR OF BUSINESS IN MANAGEMENT

University of Southern California  
Los Angeles, CA

#### DEGREE IN BUSINESS ADMINISTRATION

University of Southern California  
Los Angeles, CA

### PROFILE

This is the first impression that you'll make as an applicant and you want it to follow a few simple rules: adhere to the guidelines and don't overshare information that proves you're really someone and wouldn't it be impressive that it didn't even come up when that person is a few lines away?

### EXPERIENCE

#### POSITION TITLE

2000-2010 | ABC COMPANY | LOS ANGELES

Summarize your most recent accomplishments and key responsibilities. Keep it concise and include the date that shows the impact you made.

- List your most recent accomplishments that you prove with the "keyword," "numbers," "percentage" instead of "Responsible for."
- Remember - your accomplishments are impressive to the extent they are quantifiable.
- Add quantified examples of the impact you made in previous roles. Use as many words, words, words as needed to emphasize success.
- Clearly, each bullet point includes a context and take either in present tense and a number.
- Example: "Responsible for sales with current suppliers that saved \$50,000 a year in office supplies."

#### POSITION TITLE

2000-2010 | ABC COMPANY | LOS ANGELES

Use yourself the following questions before you start writing your work experience:

- How do you show something that saved time or money for your employer? How much? Find some numbers if!
- Example: "Coordinated international travel arrangements for top executives, cutting annual travel expenses by 20%."
- How do you use any job-related keywords?
- How do you show responsibility for your employer or its customer for doing something well? How do you think any other lines or keywords? How many? In what?



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www.harrywilliams.com

### TECHNICAL

#### SKILLS

Microsoft  
Mac OS  
Microsoft Office Suite  
Excel  
Illustrator

### PROFESSIONAL DEVELOPMENT

#### WORKSHOP/WORKING GROUP

University of Management  
Los Angeles, CA  
2000-2010

#### WORKSHOP/WORKING GROUP

University of Management  
Los Angeles, CA  
2000-2010

### EXPERIENCE (CONTINUED)

#### POSITION TITLE

2000-2010 | ABC COMPANY | LOS ANGELES

Summarize your most recent accomplishments and key responsibilities. Keep it concise and include the date that shows the impact you made.

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- Example: "Responsible for sales with current suppliers that saved \$50,000 a year in office supplies."

# Resume Template Icloud Guide

**K Morrison**



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