

Targeted Resume Sample

First Name Last Name

Company

Address

City, State, Zip

Phone

Email

Summary of Qualifications

- Here list specific qualifications that pertain to a particular job
- List about 5-6 maximum

Professional Affiliations

- List any affiliations/certifications/associations that you belong to. (SHRM, CPA, Sigma Six, etc.)

Professional Experience

This section is your chronological job history. Highlight key points needed for this actual opportunity.

Education

List your degrees and any pertinent course work.

List any awards that you have won or been nominated for that pertain to this particular type of role.

If you have a longer list of awards, publications, or published news, then create an Addendum page strictly for those.