

First name Last name

Address
City, State Zip

home phone number
cell or work number (optional)
Email address

Objective

- This section is optional. If you choose to add an objective section it should be a one line brief description of the kind of position you are interested in (example: Seeking a mid management level position in bakery product development); be prepared to customize this to a specific job/company

Summary

- This section is optional
- You can highlight a few items here
- Example: AIB certified
- Example: Nine years experience in a supervisory position

Work Experience

Current Employer - City, State

Start Date - Present (or end date if applicable)

Current Title, Department/Location (if necessary)

Start date - Present (if necessary, see below)

- Since job titles are often misleading or their function may vary from one company to another, your resume should tell the reader exactly what you have done
- These bullets should highlight specific job functions, specific accomplishments and examples of leadership
- It is very important that you indicate the types of products with which you have experience, you do not have to give specific product names
- The bullets should NOT be written in complete sentences
- Example: Reformulated toaster pastries to reduce cost; resulted in \$4MM cost savings

Previous Title, Department/Location (if necessary)

Start date - End date

- If you have held multiple positions within a single company, you should put start and end dates and a list of highlights for EACH position
- If you have held only one position, you do not have to put dates after the job title (see example below)
- The department and/or location are optional. If they help to describe the position, we suggest you include them
- Use a combination of examples where leadership and individual contributor efforts led to success

Previous Employer - City, State

Start Date - End Date

Title, Department/Location (if necessary)

- The end date for this company must match the start date for the next company
- If you have gaps in your resume, be prepared to describe them outside of your resume
- Continue the list of employers (in reverse chronological order) back to at least the completion of your highest degree

Education

Highest Degree, Major - College, University, City, State

year degree awarded

- Dissertation/Thesis title or other information (optional)

Second Highest Degree, Major - College, University, City, State

year degree awarded

- Dissertation/Thesis title or other information (optional)

Third Highest Degree, Major - College, University, City, State

year degree awarded

- Dissertation/Thesis title or other information (optional)

Professional Affiliations

- You can list your professional memberships here

Certifications/Skills

- You can list specialized skills or certifications here