

(Sample Resume)

Recruiting Specialist & Business Owner

Marketing | Client Management | Candidate Identification

Results driven, innovative, and visionary professional with a record of accomplishment in driving the growth of a 20-year executive search and research business working with clients in a variety of industries and functional areas. Regarded for the ability to successfully develop new business development opportunities with corporate clients and other executive search firms. Recognized as an effective leader, communicator, and business partner who adds value with clients and internal staff. Additional strengths include:

- * Effective Negotiation Techniques
- * New Business Opportunities
- * Process Improvements
- * Team Collaboration
- * Multi-Tasking/Project Coordination
- * Interpersonal Communications
- * Strategic Planning & Execution
- * Relationship Management

Professional Experience –

This section describes in detail your various positions you have held. I suggest to job seekers to go back only 10 to 15 years because you don't want to date yourself. Proper formatting is essential and watch out for typos!

When listing companies make sure that you put the full name of the company, location, and a short blurb about the company that should include sales/revenue size and a description of its products and/or services. Your title should also include the division/business unit name, if applicable. A concise paragraph about your daily responsibilities including staff size you manage comes next. Lastly, have three to five bullets with your key accomplishments and put them in the order from most important to least.

ABC Corporation, Chicago, IL

2007-Present

A leading provider of technology solutions for business, government, and education.

Regional Sales Manager – Greenwich, CT

Supervise 15 salespeople supporting kindergarten through 12th grade (K-12) education business for the Washington, D.C. area. Lead sales training seminars for company nationwide. Interface with vendors, executive management contacts for key accounts, and information technology, and purchasing personnel.

- Create sales strategies to identify lucrative contract opportunities and leverage vendor relationships to achieve significant sales and gain visibility.
- Oversaw major government contract, initially a three-year \$200 million program that was extended to five years to upgrade learning for K-12 students throughout the region.
- Identified, negotiated, and executed sizable contracts with Fairfax Educational Services Commission in conjunction with XYZ Corporation.
- Led sales team to be ranked #1 in marketing the product to K-12 classrooms for past four years. Negotiated pricing and leveraged existing contracts to optimize sales.

Education, Training, Certifications, and/or Licenses –

The formatting for this section should be consistent with the Professional Experience part. In the previous example, the company was bolded and followed by the location. The same should be applied to a college, training institute, or

company issuing a certification or license. Full degree names with majors are listed next. Dates should not be included if it is over 15 years.

Special note: If you are a recent college graduate, you should put your education right after the Career Summary.

Bryant University, Smithfield, RI - *Bachelor of Science – Business Administration, cum laude*

Baruch College, New York, NY – *Master of Business Administration – Marketing Management*

College of Executive Coaching, Santa Barbara, CA – *Certified Professional Coach*

TTI Performance Systems, Ltd., Scottsdale, AZ – *Certified Professional Behavioral Analyst – DISC and Certified Professional Motivation Analyst*

Associations and Volunteer Activities –

This part of the resume is tricky because you want to show that you have other interests, but you also want to avoid someone reading more into it and thus not considering you for the role. I advise clients not to mention religious, political, or children related associations or activities for this reason. Unfortunately, everyone has prejudices and if a recruiter or hiring manager sees that, as an example, you are a Little League coach, it may be assumed you have children and may not be as dedicated to the position as needed.

The best thing is to keep this section to business, industry, and/or functional groups like the Financial Executives Institute, Society of Plastics Engineers, Chambers of Commerce, Rotary clubs, and Women Entrepreneurial Network to name a few.

Other –

If you are known for doing speaking engagements, have published articles, conducted special research, and/or hold a patent, that should be mentioned here. It is usually necessary to mention dates here but I would caution that if it is over 15 years old, you may want to mention it instead in the interview and keep it off your resume.

Remember that a resume is your calling card. Spend a lot of time preparing it so that it truly reflects your career and accomplishments. Get others to read it as well and tweak it accordingly.