

# YOUR NAME

VALUE ADDED TAGLINE

email@email.com | 555.555.5555 | City, State | LinkedIn

## PROFESSIONAL SUMMARY

The best modern executive resume summaries provide a strong narrative of a business leader who drives transformation, creates value and insights, and influences business success with a planned, solutions-oriented mindset. The executive resume summary should convey a leadership brand, business acumen, problem-solving skills, and the ability to execute and deliver business value, not simply describe the job. The best executive summaries illustrate experience, credibility, and strong results by showing success with turning around businesses, improving effectiveness and efficiency, optimizing operations, building rapport with stakeholders, and delivering innovation in fast-paced, high-performing businesses and organizations.

## KEY STRENGTHS

- **Leadership Skills:** Skills involved in leading, managing, influencing, or supporting a team or achieving business objectives.
- **Strategic Skills:** Include capabilities such as planning, sound judgment, problem-solving, or increasing business effectiveness.
- **Technical Skills:** Systems, tools, platforms, methodologies and industry-specific knowledge relevant to the role being pursued.
- **Communication Skills:** Ability to engage stakeholders, collaborate, present ideas, negotiate, or manage relationships.
- **Operational Skills:** Experience of process support, delivery, organization, coordination, or business-as-usual activities.
- **Professional Strengths:** Include transferrable skills such as adaptability, critical thinking, organization, creativity, and producing results.

## KEY ACHIEVEMENTS

- Include numbers to show the impact of your accomplishments, such as percentages, numbers, revenue, cost savings, user growth, and other metrics.
- Focus on accomplishments that contributed value, improvements, goals, or outcomes to a role, project, or organization.
- To specify that I did something (writing), and that it had the effect of increasing the value of n.

## PROFESSIONAL EXPERIENCE

**Company | City, State**  
**Title**

**Start – End**

- Use present tense for current job(s), and past tense for one-off jobs; this maintains consistency through your CV. Use action verbs to convey your responsibilities.
- Use value-added bullet points that reflect contributions, achievements, business impact, and solutions delivered instead of basic job duties and responsibilities.
- Articulate results, improvements, efficiencies, leadership contributions, and measurable impacts that were made to add value to the organization.
- Use relevant industry keywords, technologies, tools, certifications, and role-specific terminology to improve the job description's search engine optimization (SEO) and compatibility with ATS.

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**EDUCATION**

**Degree | Focus | University | City, State**

**BONUS SECTION**

This can be used for volunteer work, certifications, projects etc.