



5 Resume Examples

Sample Resume #1

FirstName LastName

City, State Abbrev. | (555) 555-5555 | gapplicant@gmail.com | www.linkedin.com/in/yourprofilelink

Dedicated Nonprofit Program Director

Motivated professional with over 20 years of Information Technology experience focused on operational leadership, technical operations, and business strategy. Proven history of effectively managing and motivating systems engineers, administrators, and IT support teams for Fortune 500 companies. Lead by example and focus on self-empowerment and team development. 5 years of effective remote work experience.

SKILLS SUMMARY

Mentor/Manage IT | IT Governance | Project Management | Networking Support | Troubleshooting
Software Lifecycle | Engineering | Data Center Management | Written and Verbal Communication

PROFESSIONAL EXPERIENCE

Program Director Nonprofit Inc.	Jan 2009 - Present Irvine, CA
<ul style="list-style-type: none"> Job duty and accomplishment Job duty and accomplishment Job duty and accomplishment 	

Senior Customer Service Technician (Remote) Amazing Service LLC	Apr 2001 - Dec 2008 Irvine, CA
<ul style="list-style-type: none"> Job duty and accomplishment Job duty and accomplishment Job duty and accomplishment 	

TECHNOLOGY SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Remote communication: email, phone, videoconferencing (Skype, GoTo Meeting, Zoom), Google Drive
- Adapts quickly to new and changing technology

EDUCATION AND TRAINING

Bachelor of Arts, Business Administration , College University Concentration: Management Information Systems	Boston, MA
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Commented [BR1]: This resume intro title is a great way to tell employers exactly who you are and what you have to offer. Needs to change for different jobs, depending on what you're applying to.

Commented [BR2]: A quick summary paragraph, 3-5 sentences, detailing your most applicable experiences and skills for the job to which you're applying.

Commented [BR3]: If you have remote work experience, mention it here. Even occasional remote work counts!

Commented [BR4]: Update this section with keywords from the individual job to which you're applying. Also include "soft" skills like people management, communication, ability to work independently, focus, etc.

Commented [BR5]: Can include paid, volunteer, full-time, part-time, freelance, project, etc. work.

Commented [BR6]: Try to include just the last 10-15 years (20 at the most) and only the most applicable experience for each job.

Commented [BR7]: For each job, have 3-5 bullet points that explain not just what you did, but your biggest accomplishments or the impact of your work. Who was helped? What problems were solved? What was made better? What money was saved or earned? What is the impact of you having done your tasks?

Commented [BR8]: This section is important, especially when applying for remote jobs.

Sample Resume #2

Firstname Lastname

Seattle, WA | phone number | emailaddress@gmail.com

Professional Summary

Proactive, enthusiastic, and customer-oriented **Project Manager** possessing comprehensive experience with commercial, government and academic organizations. Successfully collaborating with team members at all levels within an organization. A strategic thinker who can quickly spot relevant patterns and issues with the ability to creatively problem solve to resolution. Fostering positive business relationships by demonstrating high levels of dependability, integrity, and resourcefulness. Extensive knowledge of technology and an inherent ability to multi-task and communicate effectively on teams in person and in remote environments.

Project Management | Project Coordination | Leadership | Data Analysis | Critical Thinking | Attention to Detail
| Copy Editing | Report Writing | Administration | Organisation and Prioritising | Results Driven | Conference Planning Academic Writing | Administration | Target Oriented | Problem Solving | Time & Task Management | Effective Verbal & Written Communication | Presentations | Budgets & Finance

Technology

Microsoft Office Suite (Word, Excel, PowerPoint, Project, Visio, OneDrive), Google Suite (Drive, Docs, Sheets, Slides, Chat, Hangouts), Skype

Adopting new technology quickly, independently, and efficiently

Experience

Job Title MM/YYYY - Present

Company Name, City, State / Country

Brief summary of the scope of the role and key skills used in the role.

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

Job Title (Partial Remote Work) MM/YYYY - MM/YYYY

Company Name,

Company Name, City, State / Country

Brief summary of the scope of the role and key skills used in the role.

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

Education & Certifications

Master of Business Administration (MBA), University Name, City, State / Country

Bachelor of Science in Mathematics (BS), University Name, City, State / Country

Project Management Professional (PMP) Certification, Certifying Organization, Year

Sample Resume #3

FIRST LAST

City, State 00000 | 000.000.0000

POSITION TITLE APPLYING

firstlast@gmail.com | www.linkedin.com/in/INSERTINFOHERE

PROFESSIONAL SUMMARY

Enthusiastic, proactive, and solution-driven **Position Applying** possessing comprehensive experience providing remote customer technical support within distributed team environments. Highly qualified to drive superior client satisfaction and brand loyalty through inbound and outbound channels. Reputed expertise in resolving complex situations and creating memorable customer experiences.

CORE STRENGTHS

Technical Support | Customer Service | Computer & IT | Analysis | Functionality | Operating Systems | Remote Issue Identification | Timely Resolution | Up to Date | Documentation | Pattern Recognition | Internet Savvy
Attention to Detail | Detailed Workflows | Multitasking Multiple Windows and Programs | People Skills
Self-initiating | Collaborative | Growth Mindset | Problem Solving | Resourceful | Versatile
Time and Task Management | Written and Verbal Communication

PROFESSIONAL EXPERIENCE

TITLE | REMOTE MM/YYYY - Present

Company, City, ST

- Accomplishment
 - Tasks are what you've done. Accomplishments are what happened because of your tasks.
 - Use the SAR method to turn a task into an accomplishment.
 - Write about the Situation, the Action (your task), and the Result.
 - What were the results of each of your tasks? What was accomplished because you completed that task? What goals did you reach? Who was helped? What was improved? How did the company benefit as a result of you doing that task?
- Accomplishment
- Accomplishment

TITLE | PARTIAL REMOTE MM/YYYY - MM/YYYY

Company, City, ST

- Accomplishment
- Accomplishment

TITLE | PARTIAL REMOTE MM/YYYY - MM/YYYY

Company, City, ST

- Accomplishment
- Accomplishment

TECHNOLOGY

Remote collaboration tools: Zoom, Google Chat, Hangouts, GoToMeeting, SharePoint, GoToWebinar, Dropbox

Document Software: Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Drive (Docs, Sheets, Slides)

Additional: Salesforce, Cisco Catalyst, LAN, AD, SCCM, VMware, vSphere, NIST, RMF, Remedy

Adopting new technology quickly and independently

EDUCATION

Bachelor of Science: Information Communications Technology, Name of University, City, State

Commented [EA9]: List key terms/phrases/qualifications from the position you are applying as well as a statement highlighting experience working within remote and/or distributed team environments

Commented [EA10]: List key terms/phrases from the description of position you are applying.

Commented [EA11]: These are skills remote employers are generally seeking that may or may not be listed within the position description

Commented [EA12]: List Remote or Partial Remote after titles where appropriate. Remember, partial remote includes any position in which you have completed duties outside of your physical office space.

Commented [EA13]: List technologies you are familiar with, whether professionally or personally.

Sample Resume #4

Firstname Lastname

BUSINESS DEVELOPMENT LEADER

City, State / Country and Remote | (555) 555-5555 | emailaddress@gmail.com

SUMMARY OF QUALIFICATIONS AND KEY SKILLS

Customer-focused, impact-oriented, self-starting business development professional. Repeatedly recognized for delivering and exceeding aggressive business goals through expert lead generation, business development, and sales management. Works well remotely and on-site with teammates, clients, management, and senior-level officers.

Account Management | Solution Sales | Sales Process | Sales Management | Process Improvement
Inside Sales | Field Sales | Direct Sales | Channel Sales | Sales Cycle Compression | Customer Service
Cross-selling | Up-selling | Renewals | Account Closures | Cross Functional Collaboration
Analysis | Negotiation | Highly Organized | Independent and Team Work | Remote Work

PROFESSIONAL EXPERIENCE

Company Name **100% Remote Work for 12 months | Boston, MA**
JOB TITLE AND RELATED TITLES **MM/YYYY – MM/YYYY**

- Key responsibilities and job duties
- Key responsibilities and job duties

Results:

- Results of work – accomplishments – quantify when possible
- Add what you're recognized or relied on for by teammates and managers

Company Name **Partial Remote Work | Boston, MA**
JOB TITLE AND RELATED TITLES **MM/YYYY – MM/YYYY**

- Key responsibilities and job duties
- Key responsibilities and job duties

Results:

- Results of work – accomplishments – quantify when possible
- Add what you're recognized or relied on for by teammates and managers

TECHNICAL PROFICIENCIES

- **CRM, Sales, and Business Programs:** Salesforce, Siebel, Web CRM, Microsoft Office: Word, Excel, PowerPoint, Oracle, ADP, Avaya, LinkedIn & LinkedIn Recruiter, Google Apps
- **Remote Work Programs:** Slack, Microsoft Lync, Box, Dropbox, Google Drive, Google Apps, Outlook, Gmail, GoToMeeting, WebEx, Skype

EDUCATION

Bachelor of Science (BS) in History and Political Science
University Name, City, State / Country

Sample Resume #5

FIRST LAST

City, State 00000 | 000.000.0000

POSITION TITLE APPLYING

firstlast@gmail.com | www.linkedin.com/in/INSERTINFOHERE

PROFESSIONAL SUMMARY

Enthusiastic, proactive, and solution-driven **Position Applying** possessing comprehensive experience providing remote customer technical support within distributed team environments. Highly qualified to drive superior client satisfaction and brand loyalty through inbound and outbound channels. Reputed expertise in resolving complex situations and creating memorable customer experiences.

CORE STRENGTHS

Technical Support | Customer Service | Computer & IT | Analysis | Functionality | Operating Systems | Remote Issue Identification | Timely Resolution | Up to Date | Documentation | Pattern Recognition | Internet Savvy
Attention to Detail | Detailed Workflows | Multitasking Multiple Windows and Programs | People Skills
Self-initiating | Collaborative | Growth Mindset | Problem Solving | Resourceful | Versatile

HIGHLIGHTED CONTRIBUTIONS

- Accomplishment from prior experiences that you want to highlight to employer
 - Tasks are what you've done. Accomplishments are what happened because of your tasks.
 - Use the SAR method to turn a task into an accomplishment.
 - Write about the Situation, the Action (your task), and the Result.
 - What were the results of each of your tasks? What was accomplished because you completed that task? What goals did you reach? Who was helped? What was improved? How did the company benefit as a result of you doing that task?
- Accomplishment
- Accomplishment

PROFESSIONAL EXPERIENCE

TITLE REMOTE Company, City, ST <ul style="list-style-type: none">• Brief description	MM/YYYY - Present
TITLE PARTIAL REMOTE Company, City, ST <ul style="list-style-type: none">• Brief description	MM/YYYY - MM/YYYY
TITLE PARTIAL REMOTE Company, City, ST <ul style="list-style-type: none">• Brief description	MM/YYYY - MM/YYYY

TECHNOLOGY

Remote collaboration tools: Zoom, Google Chat, Hangouts, GoToMeeting, SharePoint, GoToWebinar, Dropbox

Document Software: Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Drive (Docs, Sheets, Slides)

Additional: Cisco Catalyst, LAN, switching, routing, firewall, AD, SCCM, VMware, vSphere, NIST, RMF, Remedy

Adopting new technology quickly and independently

EDUCATION

Bachelor of Science: *Information Communications Technology*, Name of University, City, State

Commented [EA14]: List key terms/phrases/qualifications from the position you are applying as well as a statement highlighting experience working within remote and/or distributed team environments

Commented [EA15]: List key terms/phrases from the description of position you are applying.

Commented [EA16]: If possible, list accomplishments that you can link numbers or a percentage to. Employers love seeing how you can make them money or reduce costs.

Commented [EA17]: List Remote or Partial Remote after titles where appropriate. Remember, partial remote includes any position in which you have completed duties outside of your physical office space.

Commented [EA18]: List technologies you are familiar with, whether professionally or personally.