

RÉSUMÉ GUIDE – Preferred length of résumé is two pages – maximum three pages

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Type Your Name Here

Type your address here

Phone: (insert home, work and cell numbers as applicable)

E-mail: emailme@hotmail.com (include e-mail if applicable)

Insert Type Of Position Desired e.g. ACCOUNTANT, MARKETING MANAGER, etc.

SUMMARY

Optional

You may also include any career goals & aspirations

-
- List personal strengths and attributes
 - List personal strengths and attributes
 - List personal strengths and attributes
 - List personal strengths and attributes
-

PROFESSIONAL EXPERIENCE

NAME OF COMPANY (BLOCK LETTERS, BOLD)

1997 to Present

Job Title (Bold, Italics)

- List information here regarding job responsibilities
- This information can be bulletized as shown here or it may be shown in précis / summary format not to exceed six to eight lines of typed text

Major Projects & Achievements:

- Optional Section which may be omitted altogether. Examples identified below are meant to assist and used a guide in identifying your own.
- Successfully developed and implemented organization's first ever cross-branded foods promotion.
- Successfully led a team to restructure the company's support accounting system.
- Received an Outstanding Total Quality Behaviour Award in the area of Team commitment.
- Promoted three (3) times in four (4) years:-

Brand Manager (1997) to Marketing Manager Home Care (1999) to Foods Marketing Manager (2001).

NAME OF COMPANY (BLOCK LETTERS, BOLD)

1995 to 1997

Job Title (Bold, Italics)

- List information here regarding job responsibilities
- This information can be bulletized as shown here or it may be shown in précis / summary format not to exceed six to eight lines of typed text

Major Projects & Achievements:

- Optional Section which may be omitted altogether. Examples identified below are meant to assist and used a guide in identifying your own.
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PROFESSIONAL EXPERIENCE (Continued)

NAME OF COMPANY (BLOCK LETTERS, BOLD)

1990 to 1994

Job Title (Bold, Italics)

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Major Projects & Achievements:

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CAREER TRAINING HIGHLIGHTS

- Insert any additional career or work related training courses/workshops/seminars you deem to be of significant importance per examples provided below.
- Comprehensive Presentation Skills (by Eulah Borde) - Trinidad 1998
- Project Management (American Management Association) – Trinidad, May 1999

Examples provided below for your guidance

EDUCATION

- ◆ B.Sc. Management Studies, Upper Second Class Honours
University of The West Indies, St. Augustine, 1991 – 1994
- ◆ Four A' levels & Eight O' levels
St. Augustine Girls High School, 1984 – 1991

COMPUTER SKILLS

- ◆ Microsoft Office – Excel, Word, Power Point, Projects, Photo Editor, Outlook, Internet Explorer
- ◆ Lotus - 123, Notes, Freelance Graphics, CCMail, Innoplan
- ◆ Adobe Acrobat Reader
- ◆ Abacus, MFG/PRO

PERSONAL INFO (examples identified below for your guidance)

Date of Birth: May 5, 1973

Mobility: Available to travel;

Place of Birth: United States

Relocation negotiable.

Nationality: American/ Trinidadian

Marital Status: Married, one child.

Hobbies: Swimming, reading & gardening.

Languages: Spanish (working), French (basic)

References: Available upon request.

REFERENCES

Available upon request

