

# Resume Development

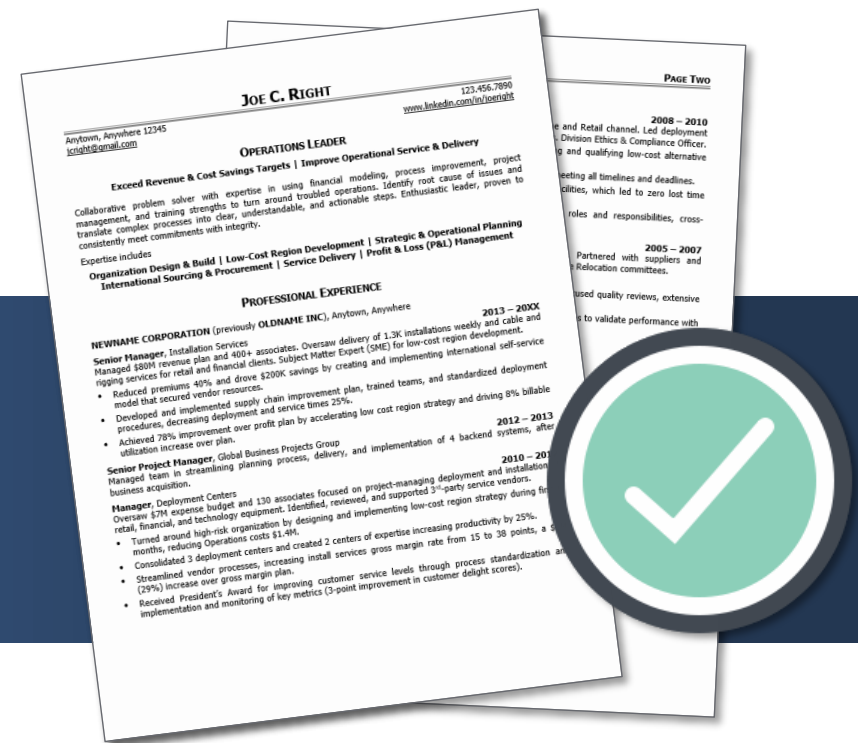


Talent  
Solutions  
Right Management  
ManpowerGroup®

# Rise Above the Competition

Create **market ready** 21st century resume that **differentiates** you from the competition

- **Step 1:** Research (**self-assessment** and **target** position)
- **Step 2:** Strategy
- **Step 3:** Summary (branding)
- **Step 4:** Accomplishments



# How To View Your Resume

## **Sales brochure highlighting:**

- Features – strengths, expertise, experience
- Benefits – how organizations benefit from your features

## **Marketing tool:**

- Magnifies roles & accomplishments **RELEVANT** to **TARGET POSITION**
- Delivers powerful, clear & relevant message
- Living, changing

# Resume Fundamentals



ATS - Applicant  
Tracking Systems  
Scannable



Format  
Word/PDF/Text  
Length



Logos & Symbols  
Links  
Photos



Tense  
Font – type  
Font – size

## Meet Joe Right

- Operations background (& his target)
- Worked at 6 companies
- Held different roles (i.e. project management)
- Hasn't written resume in more than 10 years





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- Hasn't written resume in more than 10 years

Joe's **research** and **self-assessment**, indicates key value to organizations:

- ▶ Revenue & cost savings
- ▶ Operational service & delivery



# Joe's Original Resume

## JOE C. RIGHT

1 Anystreet, Anytown, Anywhere 12345  
123.456.7890 • [jcright@gmail.com](mailto:jcright@gmail.com)

### OBJECTIVE

I am a hardworking Senior Manager and I meet commitments with integrity. I am searching for an opportunity to share my expertise and knowledge in a growing organization.

### PROFESSIONAL EXPERIENCE

**NEWNAME CORPORATION**, Anytown, Anywhere

**2016 - 20XX**

**Senior Manager**, Installation Services

Responsible for managing the revenue plan and for supporting NEWNAME associates. I deliver all install activities and provide cable and rigging services to retail and financial industries. I am also responsible for providing support to other functional areas. I act as the Integration Lead for any new acquisitions.

- Responsible for creating international self-service model.
- Reduced deployment and service times.

**Senior Project Manager**, Global Business Projects Group

Manager of planning process, delivery and implementation of new APIs. I also managed the digital data-feed, and the open-systems integration for products of recently acquired business. Responsible for leading US team toward complex acquisition and for meeting target deliverables for integration of all functions. Had to coordinate with all functions and make sure that I communicated on a daily basis what the status was of each integration step to the appropriate people.

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# Joe's Original Resume cont...

Public

**GLOBAL COMPANY INC**, Anytown, Anywhere

**2009 - 2016**

**Manager**, Deployment Centers

I was responsible for managing a large cost budget. I also managed 130 associates. Our focus was on project managing the deployment and installation of retail, financial and technology equipment. In that capacity we identified, reviewed and supported all third-party service vendors. Received President's Award.

**LOCAL COMPANY**, Anytown, Anywhere

**2005 - 2009**

**Manager**, Global Business Operations & Quality

I managed the sales, marketing and operations for the Specialty Media product line and Retail channel. Responsible for leading the deployment and training of new system enhancements across all of the facilities. I was also the Division Ethics & Compliance Officer. I was responsible for reducing inventory levels and excess and obsolete materials. I was the department Ethics & Compliance representative and the Corporate relocation lead. Responsible for exceeding annual cost savings targets.

**INTERNATIONAL COMPANY**, Anytown, Anywhere

**2002 - 2005**

**Senior Business Analyst**, Global Business Operations

**GE CORPORATION**, Anytown, Anywhere

**1995 - 2001**

**Supply Chain Manager**

Responsible for purchasing materials to support production.

**PROCTER & GAMBLE**, Anytown, Anywhere

**1987 - 1995**

**Inventory Control Analyst**

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# Sneak Preview

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[jcright@gmail.com](mailto:jcright@gmail.com)

123.456.7890  
[www.linkedin.com/in/joeright](http://www.linkedin.com/in/joeright)

### OPERATIONS LEADER

#### Exceed Revenue & Cost Savings Targets | Improve Operational Service & Delivery

Collaborative problem solver with expertise in using financial modeling, process improvement, project management, and training strengths to turn around troubled operations. Identify root cause of issues and translate complex processes into clear, understandable, and actionable steps. Enthusiastic leader, proven to consistently meet commitments with integrity.

Expertise includes

- **Organization Design & Build**
- **International Sourcing & Procurement**
- **Strategic & Operational Planning**
- **Low-Cost Region Development**
- **Service Delivery**
- **Profit & Loss (P&L) Management**

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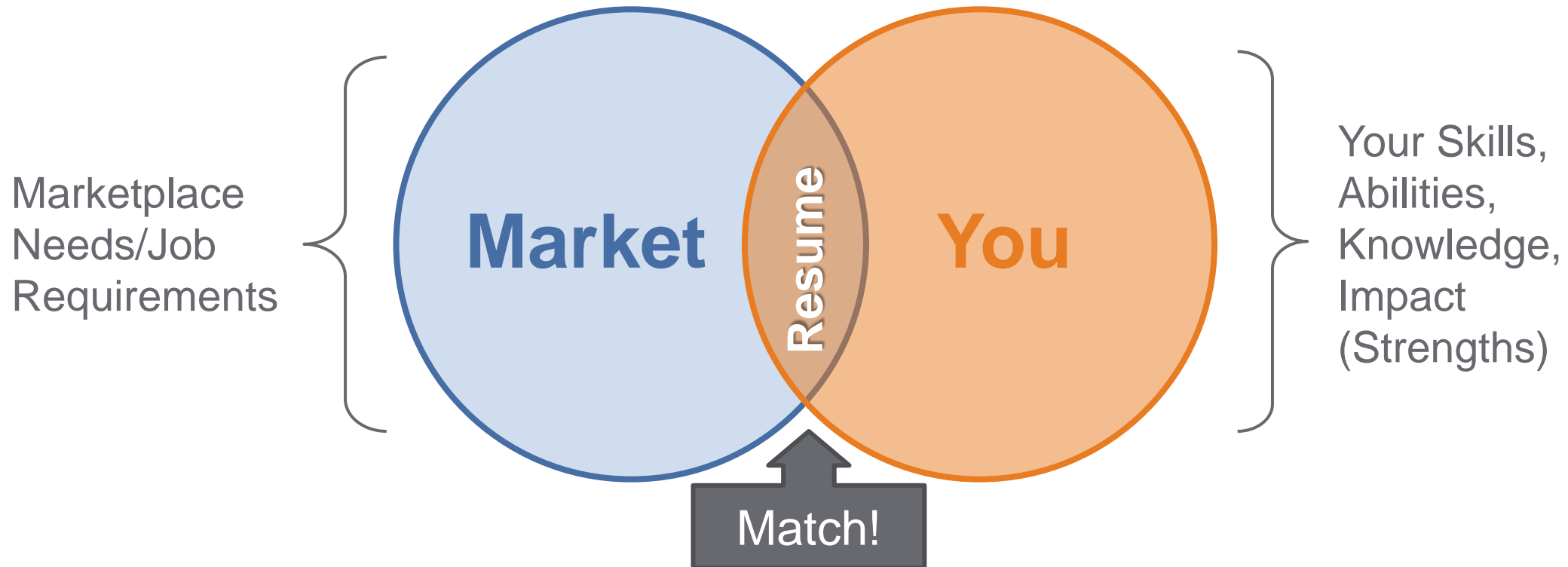
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# Make it Match for Targeted Position

Start with **Market Research!**



- Identify **8-10 job ads/descriptions** for **target** position
- Determine **key words** and **common requirements**

# Applicant Tracking Systems (ATS)

“Resume-filtering” software - screen applicants for keywords and relevant experience

Computer managed {  
1,000 People notice job posting  
100 ATS screens based on **keywords**

From job ads

Human managed {  
25 Applications reviewed by hiring manager/committee  
5 Applicants invited to interview  
1 Person offered position



# Develop **RIGHT** Resume



## **Summary**

- **State Your Case**
  - Communicates your brand
  - Reflects market needs



## **Experience**

- **Prove Your Case**
  - Accomplishments & contributions



## **Education, Professional Development, & Other**

- **Enhance Your Case**

# Resume Content

## NAME

1 Anystreet  
Anytown, Anywhere 12345



no longer used

jcright@gmail.com

123.456.7890

www.linkedin.com/in/joeright

## SUMMARY

## TECHNICAL SKILLS / KNOWLEDGE

(if applicable)

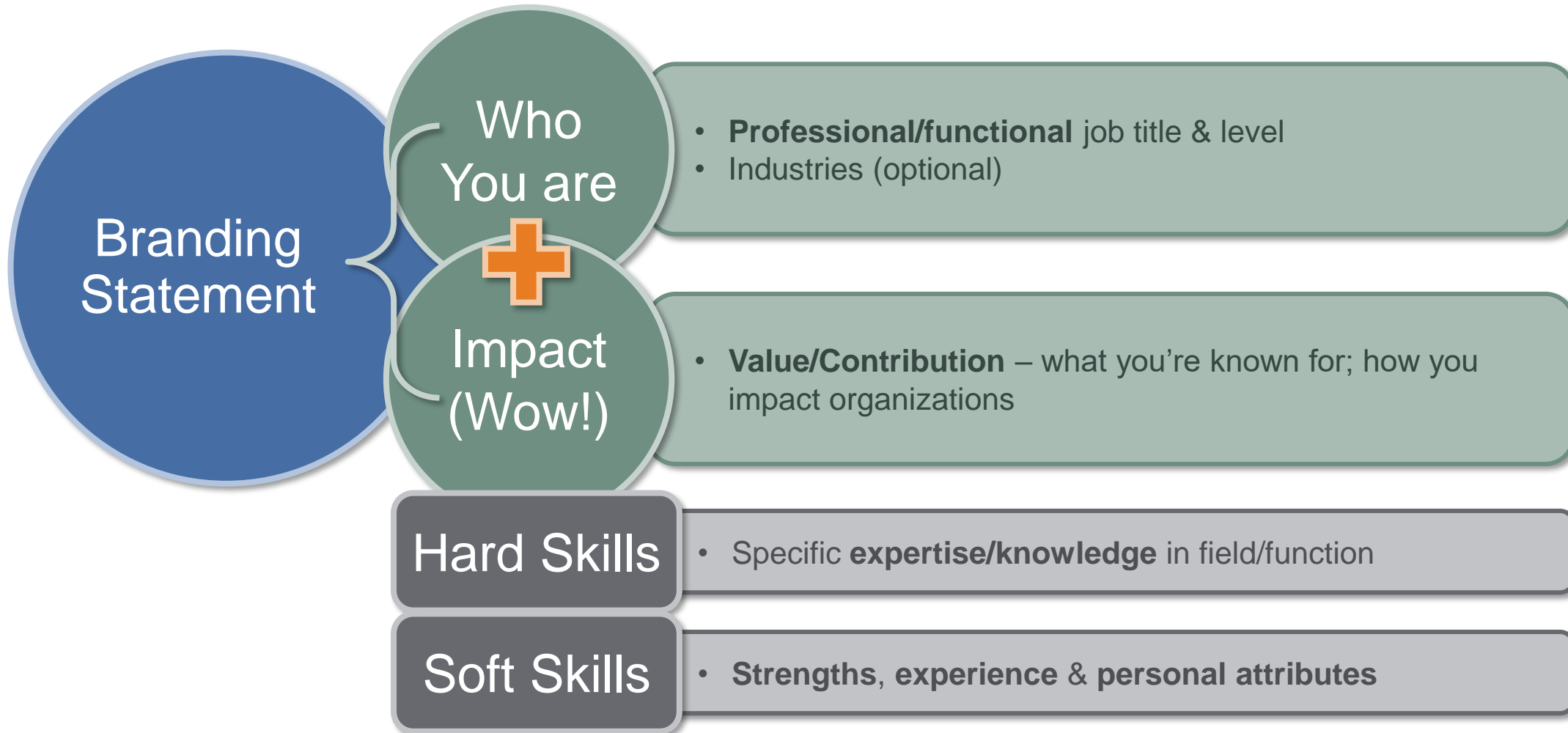
## PROFESSIONAL EXPERIENCE

## EDUCATION

## PROFESSIONAL DEVELOPMENT

## ADDITIONAL RELEVANT INFO

# Summary: State Your Case



\*Guideline: paragraph up to 6 lines

## Joe's **NEW** Header & Summary

### JOE C. RIGHT

Anytown, Anywhere 12345  
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**Branding Statement**  
Who You Are + Impact

#### Soft Skills

#### OPERATIONS LEADER

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- **Service Delivery**
- **Profit & Loss (P&L) Management**

#### Hard Skills

## Joe's **NEW** Header & Summary

**Optional**  
Start with a Descriptor

**JOE C. RIGHT**

123.456.7890

[www.linkedin.com/in/joeright](http://www.linkedin.com/in/joeright)

**VISIONARY OPERATIONS LEADER**

**Exceed Revenue & Cost Savings Targets | Improve Operational Service & Delivery**

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**Format Flexible:**  
Find info quickly!

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Expertise includes

**Organization Design & Build | Low-Cost Region Development | Strategic & Operational Planning  
International Sourcing & Procurement | Service Delivery | Profit & Loss (P&L) Management**

What about me?

Same elements  
apply!



# Sample Summary

## Soft Skills

### **Business Development Professional** **Disciplined Team Player Dedicated to Achieving Goals**

Demonstrated leader and self-motivator, proven to handle adversity with confidence in fast-paced environments. Adapt to changing priorities and apply new skills and concepts quickly. Recognized for perseverance, team building, and strong communication skills, establishing collaborative approach to accomplish common goals. An accountable teammate building impactful relationships through trust and loyalty with customers and colleagues.

Event Marketing & Promotion | Digital Media Marketing | Trade Shows | Vendor & Volunteer Management

**Branding Statement**  
Who You Are + Impact

**Hard Skills**



Questions?

# Professional Experience: Prove Your Case!

Detail last **10-15** years

## Required

- Company, Location, Years of Employment
- Job Titles
- Accomplishments & Contributions

## Optional

- Company Descriptors (keep short)
- Job Scope Statements
- Additional Related Experience





## Accomplishments

- Demonstrate qualifications - strengths, expertise & impact
- Include strong **ACTIONS** and **RESULTS** (include metrics when possible)
  - **ACTIONS** showcase features
  - **RESULTS** showcase benefits
- “Action leading to Result” **OR** “Result by Action”
- 1 per year in position (on average)
- Guideline: up to 3 lines

🔗 **Personal Branding Resources:** Resume Building Blocks

# Accomplishments vs. Responsibilities

## Responsibility statement:

- *Responsible for employee safety program*

**Demonstrates impact/value**

## Accomplishment statement:

- *Created and managed ongoing safety training for all manufacturing facilities, which led to zero lost time accidents over 8 years.*

## Responsibility statement:

- *Managed cost reductions*

**Demonstrates strengths & expertise**

## Accomplishment statement:

- *Reduced operations costs \$1.4M by designing and implementing low cost region strategy during 1st 6 months.*

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2012 – 20XX

**Senior Manager**, Installation Services

2013 – 20XX

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## Joe's Summary highlighted:

- Exceeding cost savings targets
- International sourcing & procurement

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**Accomplishments**  
(Prove it!)

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## Joe's Summary highlighted:

- Exceeding cost savings targets
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## Edit Accomplishment Statements: Expand

### Original

Created model which reduced costs.

Passes test, but..

### Better

Created and implemented international self-service model that secured vendor resources, reducing premiums 40% and driving \$200K savings.

Showcases expertise & value  
Action > Result

### Better

Reduced premiums 40% and drove \$200K savings by creating and implementing international self-service model that secured vendor resources.

Emphasizes results  
Result by Action

## Edit Accomplishment Statements: Condense

~~Successfully developed and implemented a new improvement plan for all supply chain teams in the organization. Responsible for providing team member training and standardizing the procedures for all of the deployments. This plan reduced deployment and service times by approximately 25%.~~

### **Concise and strong**

Decreased deployment and service times 25% by developing and implementing supply chain improvement plan, training teams and standardizing deployment procedures.



# Transform Responsibility into Accomplishment

“What did I do specifically?”

“What was the value?”

## Responsibility statement

- Responsible for monthly vendor usage reports.
  - **What?** Analyzed, prepared and presented reports to senior team
  - **Value?** Allowed senior team to make effective vendor decisions

## Accomplishment statement

- Analyzed, prepared and presented monthly vendor usage reports, which allowed senior team to make cost-effective vendor decisions.
- Analyzed, prepared and presented monthly vendor usage reports allowing senior team to reduce vendor costs by 10%.



# Accomplishments: Memory Joggers

- Performance Reviews
- Calendars
- Past Colleagues
- LinkedIn Recommendations
- Accomplishment Development Questions

 **Personal Branding Resources:**  
Resume Building Blocks - Accomplishments





## Job Scope Statements

### Position & Differentiate:

- Defines title/role
- Includes job dimensions, range/level of responsibilities, staff size, budget and reporting relationship, if relevant
- Demonstrates general experience and responsibilities
- Begins with action verb

\*Guideline: up to 4 lines

# Joe's Job Scope Statement

## JOB SCOPE (Role & Responsibilities)

### PROFESSIONAL EXPERIENCE

**NEWNAME CORPORATION** (previously **OLDNAME INC**), Anytown, Anywhere

2012 – 20XX

**Senior Manager**, Installation Services – Remote, Cary, NC

2013 – 20XX

Managed \$80M revenue plan and 400+ associates. Oversaw delivery of 1.3K installations weekly and cable and rigging services for retail and financial clients. Subject Matter Expert (SME) for low-cost region development.

- Reduced premiums 40% and drove \$200K savings by creating and implementing international self-service model that secured vendor resources.
- Developed and implemented supply chain improvement plan, trained teams, and standardized deployment procedures, decreasing deployment and service times 25%.
- Achieved 78% improvement over profit plan by accelerating low cost region strategy and driving 8% billable utilization increase over plan.

## ACCOMPLISHMENTS



Questions?

# Education, Professional Development, & Optional

## Enhance Your Case!

### Education

- Formal degrees – highest level attained/in process first
- Identify major, if relevant
- Graduation date optional

### Professional Development

- Include RELEVANT training, certifications, licenses
- Dates optional

### Optional Info

- Affiliations / Associations
- Volunteer / Community activities
- Military experience
- Foreign language fluency
- Awards
- Patents
- Publications / Presentations

# Joe's **NEW** Enhancements

## **EDUCATION**

**Master of Business Administration (MBA)**, Operations Management, University Name, Anytown, Anywhere

**Bachelor of Arts (BA)**, Finance, University Name, Anytown, Anywhere

## **PROFESSIONAL DEVELOPMENT**

Six Sigma Black Belt Certification, 20XX

Project Management Certificate, 20XX

Leadership Development Program

Successful Negotiating Techniques

ISO Audit Training

## **ASSOCIATIONS**

**Member**, Council of Supply Chain Management Professionals (CSCMP)

**Area Leader**, Habitat for Humanity

# Joe's **NEW** Enhancements

## **EDUCATION**

Pursuing Master of Business Administration (MBA), Operations Management, University Name, Anytown, Anywhere, Expected graduation: Dec 20XX

**Bachelor of Arts (BA)**, Finance, University Name, Anytown, Anywhere

## **PROFESSIONAL DEVELOPMENT**

Six Sigma Black Belt Certification, 20XX

Project Management Certificate, 20XX

Leadership Development Program

Successful Negotiating Techniques

ISO Audit Training

## **ASSOCIATIONS**

**Member**, Council of Supply Chain Management Professionals (CSCMP)

**Area Leader**, Habitat for Humanity



# Joe's **NEW** Enhancements

## **EDUCATION**

Completed 50 credits towards Bachelor of Arts (BA), Accounting  
University Name, Anytown, Anywhere

## **PROFESSIONAL DEVELOPMENT**

Six Sigma Black Belt Certification, 20XX  
Project Management Certificate, 20XX  
Leadership Development Program  
Successful Negotiating Techniques  
ISO Audit Training

## **ASSOCIATIONS**

**Member**, Council of Supply Chain Management Professionals (CSCMP)  
**Area Leader**, Habitat for Humanity

# Joe's **NEW** Enhancements

## **EDUCATION**

Coursework towards Bachelor of Arts (BA), Accounting  
University Name, Anytown, Anywhere

## **PROFESSIONAL DEVELOPMENT**

Six Sigma Black Belt Certification, 20XX  
Project Management Certificate, 20XX  
Leadership Development Program  
Successful Negotiating Techniques  
ISO Audit Training

## **ASSOCIATIONS**

**Member**, Council of Supply Chain Management Professionals (CSCMP)  
**Area Leader**, Habitat for Humanity

# Joe's **NEW** Enhancements

## **EDUCATION**

Coursework towards Bachelor of Arts (BA), Accounting  
University Name, Anytown, Anywhere

## **PROFESSIONAL DEVELOPMENT**

Six Sigma Black Belt Certification, 20XX  
Project Management Certificate, 20XX  
Leadership Development Program  
Successful Negotiating Techniques  
ISO Audit Training

## **ASSOCIATIONS**

**Member**, Council of Supply Chain Management Professionals (CSCMP)  
**Area Leader**, Habitat for Humanity

~~“References available  
upon request”~~  
**NOT NECESSARY**



**Joe's NEW resume!**

## Joe's **NEW** Resume

### JOE C. RIGHT

Anytown, Anywhere 12345

[jcright@gmail.com](mailto:jcright@gmail.com)

123.456.7890

[www.linkedin.com/in/joeright](http://www.linkedin.com/in/joeright)

#### OPERATIONS LEADER

##### Exceed Revenue & Cost Savings Targets | Improve Operational Service & Delivery

Collaborative problem solver with expertise in using financial modeling, process improvement, project management, and training strengths to turn around troubled operations. Identify root cause of issues and translate complex processes into clear, understandable, and actionable steps. Enthusiastic leader, proven to consistently meet commitments with integrity.

Expertise includes

- Organization Design & Build
- International Sourcing & Procurement
- Strategic & Operational Planning
- Low-Cost Region Development
- Service Delivery
- Profit & Loss (P&L) Management

#### PROFESSIONAL EXPERIENCE

**NEWNAME CORPORATION** (previously **OLDNAME INC**), Anytown, Anywhere

2012 – 20XX

**Senior Manager**, Installation Services

**2013 – 20XX**

Managed \$80M revenue plan and 400+ associates. Oversaw delivery of 1.3K installations weekly and cable and rigging services for retail and financial clients. Subject Matter Expert (SME) for low-cost region development.

- Reduced premiums 40% and drove \$200K savings by creating and implementing international self-service model that secured vendor resources.
- Developed and implemented supply chain improvement plan, trained teams, and standardized deployment procedures, decreasing deployment and service times 25%.
- Achieved 78% improvement over profit plan by accelerating low cost region strategy and driving 8% billable utilization increase over plan.

## Joe's **NEW** Resume

### **Senior Project Manager**, Global Business Projects Group

2012 – 2013

Led planning process, delivery, and implementation of new APIs, digital data-feed, and open-systems integration for products of recently acquired business.

- Guided US team of 45 business and technical professionals toward complex acquisition, meeting target deliverables for integration of functions while reducing Finance and HR costs 15%.

### **GLOBAL COMPANY INC**, Anytown, Anywhere

2010 – 2012

#### **Manager**, Deployment Centers

Oversaw \$7M expense budget and 130 associates focused on project-managing deployment and installation of retail, financial, and technology equipment. Identified, reviewed, and supported 3rd-party service vendors.

- Turned around high-risk organization by designing and implementing low cost region strategy during first 6 months, reducing Operations costs \$1.4M.
- Consolidated 3 deployment centers and created 2 centers of expertise, increasing productivity 25%.
- Streamlined vendor processes, increasing install services gross margin rate from 15 to 38 points, a \$2M (29%) increase over gross margin plan.
- Received President's Award for improving customer service levels through process standardization and implementation and monitoring of key metrics (3-point improvement in customer delight scores).

### **LOCAL COMPANY**, Anytown, Anywhere

2007 – 2010

#### **Manager**, Global Business Operations & Quality

Directed Sales, Marketing, and Operations for Specialty Media product line and Retail channel. Led deployment and training of new system enhancements across 8 manufacturing facilities. Division Ethics & Compliance Officer.

- Exceeded annual cost savings targets 45% over 2 years by identifying and qualifying low-cost alternative products, initiating reverse auctions, and consolidating spend.
- Deployed ERP Oracle 11i manufacturing to 5 US manufacturing plants, meeting all timelines and deadlines.
- Created and managed ongoing safety training for all manufacturing facilities, which led to zero lost time accidents over 4 years.
- Achieved 24% reduction against department budget by restructuring roles and responsibilities, cross-training, and leveraging low-cost region resources.

# Joe's **NEW** Resume

**INTERNATIONAL COMPANY**, Anytown, Anywhere

2005 – 2006

**Senior Business Analyst**, Global Business Operations

Facilitated reduction of inventory levels and excess / obsolete materials. Partnered with suppliers and manufacturing facilities. Provided advisory on Ethics & Compliance and Corporate Relocation committees.

- Led inventory reduction initiatives, decreasing overall gross inventories 30%.
- Reduced product defective rates for 4 consecutive years by implementing focused quality reviews, extensive process audit, and global corrective and preventative-action database.
- Implemented customer scorecard process, enabling Sales to validate performance with customer.

## EDUCATION

**Master of Business Administration (MBA)**, Operations Management, University Name, Anytown, Anywhere

**Bachelor of Arts (BA)**, Finance, University Name, Anytown, Anywhere

## PROFESSIONAL DEVELOPMENT

Six Sigma Black Belt Certification, 20XX

Project Management Certificate, 20XX

Leadership Development Program

Successful Negotiating Techniques

ISO Audit Training

## ASSOCIATIONS

**Member**, Council of Supply Chain Management Professionals (CSCMP)

**Area Leader**, Habitat for Humanity



## What if?

Joe worked for 1 company for 20  
(or more) years?



# 20

Make resume  
“ageless”





Joe's  
**AGELESS**  
Resume

## PROFESSIONAL EXPERIENCE

**NEWNAME CORPORATION** (previously **OLDNAME INC**), Anytown, Anywhere

**Senior Manager**, Installation Services

**2013 – 20XX**

Managed \$80M revenue plan and 400+ associates. Oversaw delivery of 1.3K installations weekly and cable and rigging services for retail and financial clients. Subject Matter Expert (SME) for low-cost region development.

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- Developed and implemented supply chain improvement plan, trained teams, and standardized deployment procedures, decreasing deployment and service times 25%.
- Achieved 78% improvement over profit plan by accelerating low cost region strategy and driving 8% billable utilization increase over plan.

**Senior Project Manager**, Global Business Projects Group

**2012 – 2013**

Managed team in streamlining planning process, delivery, and implementation of 4 backend systems, after business acquisition.

**Manager**, Deployment Centers

**2010 – 2012**

Oversaw \$7M expense budget and 130 associates focused on project-managing deployment and installation of retail, financial, and technology equipment. Identified, reviewed, and supported 3<sup>rd</sup>-party service vendors.

- Turned around high-risk organization by designing and implementing low-cost region strategy during first 6 months, reducing Operations costs \$1.4M.
- Consolidated 3 deployment centers and created 2 centers of expertise increasing productivity by 25%.
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# Joe's AGELESS Resume

## PROFESSIONAL EXPERIENCE

**NEWNAME CORPORATION** (previously **OLDNAME INC**), Anytown, Anywhere

**Senior Manager**, Installation Services

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**2013 – 20XX**

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1<sup>st</sup> Remove total years

# Joe's AGELESS Resume

## PROFESSIONAL EXPERIENCE

**NEWNAME CORPORATION** (previously **OLDNAME INC**), Anytown, Anywhere

**Senior Manager**, Installation Services

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1<sup>st</sup> Remove total years

2013 – 20XX

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2<sup>nd</sup> Include years in each role

**Senior Project Manager**, Global Business Projects Group

2012 – 2013

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Joe's  
**AGELESS**  
Resume

## PROFESSIONAL EXPERIENCE

**NEWNAME CORPORATION** (previously **OLDNAME INC**), Anytown, Anywhere

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- Received President's Award for improving customer service levels through process standardization and implementation and monitoring of key metrics (3-point improvement in customer delight scores).

De-emphasize role not relevant to target position. Highlight what is relevant.



## Joe's AGELESS Resume

### **Senior Business Analyst**, Global Business Operations

**2005 – 2007**

Facilitated reduction of inventory levels and excess / obsolete materials. Partnered with suppliers and manufacturing facilities. Provided advisory on Ethics & Compliance and Corporate Relocation committees.

- Led inventory reduction initiatives, decreasing overall gross inventories 30%.
- Reduced product defective rates for 4 consecutive years by implementing focused quality reviews, extensive process audit, and global corrective and preventative action database.
- Implemented customer scorecard process and trained associates enabling Sales to validate performance with customer.

Previous roles include **Business Analyst & Planner**

### **ADDITIONAL RELATED EXPERIENCE**

**GE CORPORATION**, Anytown, Anywhere, **Supply Chain Manager**

**PROCTER & GAMBLE**, Anytown, Anywhere, **Operations Business Analyst**

### **EDUCATION**

**Master of Business Administration (MBA)**, Operations Management, University Name, Anytown, Anywhere

**Bachelor of Arts (BA)**, Finance, University Name, Anytown, Anywhere

## Joe's AGELESS Resume

### **Senior Business Analyst**, Global Business Operations

2005 – 2007

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- Implemented customer scorecard process and trained associates enabling Sales to validate performance with customer.

**(Optional) Selected job titles can be included for earlier career experience.**

Previous roles include **Business Analyst & Planner**

### **ADDITIONAL RELATED EXPERIENCE**

**GE CORPORATION**, Anytown, Anywhere, **Supply Chain Manager**

**PROCTER & GAMBLE**, Anytown, Anywhere, **Operations Business Analyst**

### **EDUCATION**

**Master of Business Administration (MBA)**, Operations Management, University Name, Anytown, Anywhere

**Bachelor of Arts (BA)**, Finance, University Name, Anytown, Anywhere

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- Implemented customer scorecard process and trained asso with customer.

**(Optional)** Selected job titles can be included for earlier career experience.

Previous roles include **Business Analyst & Planner**

**(Optional)** Showcase additional relevant experience w/o details

### **ADDITIONAL RELATED EXPERIENCE**

**GE CORPORATION**, Anytown, Anywhere, **Supply Chain Manager**

**PROCTER & GAMBLE**, Anytown, Anywhere, **Operations Business Analyst**

### **EDUCATION**

**Master of Business Administration (MBA)**, Operations Management, University Name, Anytown, Anywhere

**Bachelor of Arts (BA)**, Finance, University Name, Anytown, Anywhere





Your resume is effective marketing tool if you can answer “**yes**” to:

- Summary contains all 4 key elements?
- Accomplishments expressed in Actions & Results?
- Summary elements proven with specific Accomplishments?

## 1:1 Resume Coaching

- To help you put your best foot forward at the upcoming Career Fest, ManpowerGroup offers 1:1 resume coaching following this session.
- If you are interested, please contact The Trust in order to schedule a 1:1 meeting with a ManpowerGroup resume coach.

# REMEMBER!

Communicate your **BRAND** across all marketing materials

- Resume
- Bio
- Social media
- 30-Second Commercial
- Networking brief
- Cover letters
- Email signature
- Business cards
- Personal website
- Brag Book
- Visual resume
- Video resume

You  
Inc.



Resume Development

# Thank You!



**Talent  
Solutions**  
Right Management  
ManpowerGroup®