|  |  |  |
| --- | --- | --- |
|  | **Name** |  |
| Address | Telephone number | E-mail and LinkedIn addresses |

**Target Job Title**

*(For example, HR Business Partner)*

**Performance Profile/Summary**

*Use the most important requirements and priorities from your* [*target job deconstruction*](https://www.shrm.org/ResourcesAndTools/hr-topics/organizational-and-employee-development/career-advice/Pages/Break-Down-Your-Target-Job-to-Find-the-Skills-Employers-Want.aspx) *(TJD) to write your performance profile. In short sentences, describe how you have attained and applied the skills needed for the job. To increase readability, keep this paragraph to six lines, create two paragraphs, or break the section into one paragraph and a bulleted list.*

(**Optional Brand Statement**)

*While everything in the performance profile section helps database discoverability, a brand statement While everything in the Perfromance Profile*

*gives the reader focus. If you choose to use a brand statement, do not give it a heading as in the parentheses above.*

*Example:*

Poised to overcome HR Business Partner challenges at major companies.

**Professional Skills**

*List all the skills you identified in your TJD:*

Workforce planning Morale and productivity building

Retention Training

Program development Accountability

Regulatory compliance Organizational development

Human capital development

**Technical Competencies**

*This category is optional and depends on professional relevance.*

**Performance Highlights**

*This category is optional and depends on your experience.*

**Professional Experience**

*Use bold font to draw attention to what is most important: your job title.*

*List dates on the right to ease readability. Highlight promotions—they can be a big plus.*

|  |  |
| --- | --- |
| XYZ Corp | 2010-Present |
| *Describe what the company does.*  |  |

**Accounting Manager**  2015-Present

**Accountant** 2012-2015

**A/P**  2011-2012

**A/R**  2010-2011

*Describe the responsibilities under each job title, working backward from your current title. Give examples of accomplishments in each position.*

**Hard skills used in this job:**

*Describe how you use each target skill in the jobs you’ve held. This increases database visibility.*

**Soft skills used in this job:**

*Describe how you use each target skill in the jobs you’ve held. This increases database visibility.*

**Education**

*You may want to put this section at the top of your resume if you hold critical professional degrees (as in medicine, law, etc.), especially if they are relevant to job requirements or highlight an important strength.*

**Licenses or Professional Accreditations**

*You may want to put this section at the top of your resume if you hold critical professional credentials, especially if they are relevant to job requirements or highlight an important strength.*

**Ongoing Professional Education**

**Professional Organizations/Affiliations**

**Publications, Patents, Speaking Engagements**

**Languages**

*You can list them at the end of your performance profile and repeat them here.*

**Military Service**

**Interests and Pursuits**

*List these only if they relate to the job. Sports demonstrate fitness; chess and other games of concentration denote analytical skills. Community involvement activities are usually relevant.*

**(Closing brand statement)**

*This is optional. If you choose to use one, do not give it a heading as in the parentheses above.*

*Example:*

I believe that leadership by example and conscientious performance management underlie my department’s consistent customer satisfaction ratings.

**(References)**

*Never list references on your resume. Employers assume that your references are available. But it certainly doesn’t hurt to end with a bold statement.*

*Examples:*

References available on request.

*or*

Excellent references available on request.

*or*

My references will verify everything in this resume.

***Note:*** *Repeat your contact information at the top of each page. Keep your resume tightly edited, but do not worry about page count. Jobs are more complex than they used to be, so resumes contain more information. Plus, the additional information increases database performance, and the reader won’t mind the length if the resume is telling a relevant story.*