

Resume Basic Outline

Name
Address
City Country
Phone 1, phone two
Email

Summary

This is the most powerful part of the resume. This is your chance to deliver the “Commercial Message” about you. [Click here for a lot of different examples](#)

The first line should position you in the job you want next

The next part of the resume continues to prove the things you say and claim in the resume. Each of the targeted resumes will have different summaries depending on what version we are presenting. Then our choice of achievements will support the summary.

Remember, most resumes are only read for 15 Seconds. Let’s make those seconds count!

Education (if it helps_ At end Otherwise) or

Most recent position

Company Name and City
Brief description of company and industry
Most recent position title
Achievements

From TO (say Present if still employed)

- A
- B
- C
- D
- E
- F
- G

Second last position in company with 1/2 of the number of achievements
Any other positions you held there listed on one line each

Next Company Name and City
Brief description of company and industry
Most recent position title
Achievements

From TO (say Present if still employed)

- A
- B
- C
- D

