ANATOMY OF AN imbactful

2017 RESUME

PROJECT MANAGER 111 Street name, City, X0X 0X0 Highly motivated self-starter with an international career portfolio of award winning 514.111.1111 community-based projects, whose growing success has been attributed to excellent project management, communications, social networking, and event planning skills. email@email.com Dedicated leader with a solid background in the beneficial use of new media opportunities, outreach strategies, website management, and fundraising approaches. www.website.com Passion for community development, cultural diversity, current affairs, international travel, and continuous learning. EDUCATION PROFESSIONAL EXPERIENCE BA, PSYCHOLOGY MAJOR / FRENCH MINOR Bishops University 2010-14 PROJECT MANAGER / CONSULTANT COMPANY NAME, MONTREAL, QC I 2009-PRESENT COLLEGE DEGREE IN SOCIAL SCIENCES Marianopolis College Managed a \$50,000 web development project for The Home Depot. 2008-10 Ensured full project compliance with the client's requirements, deadlines and Developed and maintained client relationships with large accounts such as HIGH SCHOOL DIPLOMA Collaborated with the creative and web development teams to implement project West Island College 2004-08 Managed social media profiles and online presence for clients via social networking tools and strategies. Acquired new clients by following up on network sales leads and developing relationships of interest. KEY SKILLS WEBSITE FOUNDER / MANAGING DIRECTOR Project Management COMPANY NAME, MONTREAL, QC I 2006-2009 Customer/Media Relations Social Networking Successfully developed a business plan and secured €50,000 in project funding. Event Planning Established and managed budgets, negotiated affiliate contracts and reached Skillful Communications Acute Detail Orientation Planned and implemented communication outreach strategies through market Organizational Effectiveness research, new media opportunities, and social networking project developments. Writing / Editing Increased online presence through local networking, advertising to target markets and media relations. Multicultural Awareness Developed excellent public affairs, networking, marketing and media relations Strong Community Focus (print, radio, television) skills.

USE A CREATIVE TEMPLATE

Nominated and shortlisted for Best Community and Charitale Website Award

(Eircom Golden Spider)

Select a template that best represents you, both in terms of layout & color. Make sure to remain appropriate for your industry, to balance white space and to use sleek fonts.

Fundraising / Negotiating

Leadership / Guidance

MAKE YOUR EXPERTISE KNOWN

Similar to the LinkedIn tagline, present yourself under the light you want to be seen. Match your title to the role & industry you are applying for, drawing the reader's attention to your application.

PROFILE SECTION

Beware of the objective statements! These are old school and do not showcase your value to the employer. Focus on your skills and areas of expertise, relavant to your job search goals.

HIGHLIGHT YOUR KEY SKILLS

Using bullet points, list 9-12 skills or areas of expertise, which will capture your audience's attention. Do your reasearch on the candidate profile they are looking for, and avoid generic statements.

WEB LINKS

Make it easy for the reader to find you online. If you have a LinkedIn profile, personnal website, relavant blog or an online portfolio, add their hyperlinks in your contact information.

SHOWCASE YOUR ACHIEVEMENTS

When building your bullet points, make sure to include some measurable data, supporting your success, added value and impact. Employers want to know more than what you did. They want to know what you can do for them!

Gone are the days when including 'references available upon request'

was necessary in your resume. Other than being an obvious fact, this section dates you, as well as takes up valuable real estate in the document...

YOUR UPDATED RESUME

VISIT OUR RESUME BOUTIQUE TO SELECT

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