

# How to Write a Resume

1.

Contact information

2.

Summary or objective

3.

Skills or highlights

4.

Professional experience

5.

Education section

6.

Optional section

**Greg Jensen, MBA**

Marketing Leader

Email: greg.jensen@me.com

Cell: +1 - 2343 - 123 456 789

LinkedIn: linkedin.com/g.jen

## SUMMARY

I'm a marketing, sales, and business development executive with over 23 years of experience working with consumer products and services. I'm currently looking for my next challenging senior level role within which I would aim to build an enduring contribution toward the overall organization's financial goals and strategic objectives.

## HIGHLIGHTS

- Marketing leadership – creating and executing integrated marketing programs and sales tools
- Managing for performance – delivering substantial revenue growth in highly competitive markets
- Marketable strategies – managing the design and execution of international marketing strategies

## PROFESSIONAL EXPERIENCE

### MARKETING MANAGER

TRAVEL RETAIL AMERICAS Inc. / San Francisco, CA

Nov 2018 to present

I was recruited to lead the marketing functions for the Travel Retail Americas Group's cosmetic brand portfolio. This consisted of the Americans, OS de Paris Beauty, NARS and bareMinerals-branded lines of products.

- Led visual merchandising for all brands to assure brand image consistency and enhance brand DNA.
- Acquired and developed the bareMinerals brand, opened 37 points of sale for growth of 30-40%.
- Achieved 30% growth in retail sales, outperforming the general Americas market.

### SENIOR MANAGER, MARKETING-INTERNATIONAL

AMERICAS CORPORATION Inc. / San Francisco, CA

Nov 2002 to Sep 2018

I'm currently responsible for managing the execution of integrated marketing and VM/merchandising programs for the America Group's international markets for the bare Minerals and Buxom brands of beauty products. My focus is on broadening and raising consumer product and brand awareness to drive customer acquisition and sales.

- Creating and executing integrated marketing programs and sales tools to increase market share.
- Organizing and managing cross-functional teams – Creative, Global Brand, Merchandising/Sales.

## EDUCATION

MBA (Master Business Administration), Marketing

2000

Interamerican University, Metropolitan Campus, GPA: 3.7, Relevant coursework: (CB, SM&A, TQ)

## COMMUNITY INVOLVEMENT

COMMUNITY VOLUNTEER – Project Sunshine

- Brings volunteer-led programming to pediatric patients and their families in a variety of medical settings.

# How To Write A Resume

**Resume Service, Jean Reed**



## **How To Write A Resume:**

*How to Write a Resume* Inklyo,2016-07-13 Write the perfect resume to get the job you want In today s competitive job market your resume needs to stand out As the rules of modern resume writing are rapidly changing knowing what to include in your resume to catch a potential employer s eye is difficult Should you include a picture An objective statement References How exactly do you format a resume to make an impact The writers at Inklyo com have answered all of these questions and more in this comprehensive guide to resume writing *How to Write a Resume The Complete Guide to Modern Resume Writing* is full of proven tips and tricks for stocking your resume writing repertoire with the techniques you need to stand out to employers This guide will lead you through the process of creating a resume from scratch selecting a resume format that is best suited to your background and including all of the information necessary to demonstrate your skills and experience With tons of examples and sample resumes to choose from *How to Write a Resume* will teach you the principles you need to know and how to apply them to create your very own resume Learn how to word your resume to ensure that your writing is engaging and that you make a professional first impression What type of resume are you Explore the different types of resumes and create one that will best suit your job history and experiences Let us walk you through each section of your resume We ll explain what to write how to write it and what not to do Formatting is important Follow our comprehensive guide to resume formatting and we ll show the dos and don ts of structuring your resume Need some visuals *How to Write a Resume The Complete Guide to Resume Writing* is full of examples and even full resume samples to guide you in writing your own resume Bonus Take the online companion course to *How to Write a Resume* at Inklyo com Use our free resume templates to get started [RESUME How to make your resume stand out](#) Gyan Shankar,2023-04-01 Reading this compact volume is like getting inside the mind of a hiring manager It should be required reading for every job applicant This guide offers a new approach to resume writing and lists steps to take to ensure that your profile is reviewed by both hiring managers and decision makers Whether you are applying for the first job or you ve been in the workforce for 20 years a powerful resume will set you apart from the competition and introduce your name with the air of professionalism employers crave Your resume is your handshake your agent and your marketing department rolled into one and this vital document is an indispensable asset that will expedite your job search and make a prospective employer pick up the phone This guidebook provides a clear well marked path to the construction of effective r sum s and cover letters It is a quick and easy read the language and style make it inviting and it is chock full of information essential to every level of job seeker The author presents the information in such a clear concise well organized way You will feel like an experienced friend is helping you through tricky territory in a very candid yet patient and kind way The book is penned by an ex Corporate HR Head presently a career consultant He holds the qualifications of MBA PGDBM MA PGD HRD PGD Training Develop *How to write a CV that really works* Paul McGee,2009-07-31 A guide for those who want to create an effective CV and use it to market

themselves It contains sample CVs and covering letters and interview guidance

**How to Write a Resume (Interview Tips and Job Interview Questions)** Richard Forbes, Resume Templates, Cover Letters, Sample Resumes, 2015-06-11 How to Write a Resume Interview Tips and Job Interview Questions Learn How to Craft a Professional Resume to Find Your Dream Job Easily Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants

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**Match The Teaching Jobs** Korey Lewy, 2021-07-31 In this book you ll find various teacher resume examples as well as writing tips and tricks that ll teach you how to write a resume specifically for teachers Here s just a few of the topics the resume writing portion of this book includes Why Your Teacher Resume Must Sell Your Top Skills in Seconds How Graphing Your Image Shows You How Your Teaching Resume Will be Judged How to Include Describe Your Non Teaching Experience How To Create Meaty Teacher Resumes versus Skeleton Resumes 95% of the teacher resumes are merely skeleton resumes a major why most teachers can t land enough interviews One Page Versus Two Page Resumes Targeted Content is in your Teaching Resume is What s Important 6 Steps to Create a Great Teacher Resume Blow Away Your Competition Templates to Fill In Create Your Teacher Resume Top 18 Skill Headings Categories Requested in Teacher Job Ads 7 Pages of Statements of Teaching Skills You Possess in Each of the 18 Skill Categories 12 Questions with Targeted Teacher

**So Good Resume Can't Ignore You** Gyan Shankar, 2025-02-04 Want to craft a r sum that gets noticed and lands interviews This expert guide written by a former Corporate HR Head faculty member and seasoned consultant with an MBA from West Virginia reveals the secrets to making your r sum stand out in a competitive job market With seven power packed chapters this book covers How to construct a winning r sum Common

mistakes to avoid Formatting a professional ATS friendly PDF r sum Showcasing skills effectively Different r sum types and when to use them Writing compelling cover letters Sample r sum s and cover letters for real world success Whether you re a job seeker career changer or fresh graduate this book equips you with the strategies to create a r sum that hiring managers can t ignore

**How to Write a Resume** Richard Bolles, Resume Maker, 2014-08-10 How to Write a Resume Learn How to Craft Professional Resume to Find Your Dream Job Easily cover letters resume templates sample resumes Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants Tags how to write a resume cover letters sample cover letter resume template resume templates professional resume template writing a cover letter how to write cover letter how to write a cover letter resume examples example of a resume examples of resumes how to write a good resume job resume how to create a resume create a resume creating a resume how do you make a resume sample resumes best resume best resume format best resumes resume tips resume writing tips the perfect resume resume help resume writing services customer service resume resume services simple resume make a resume professional resume writers resume writer resume writers how to write resume resume writing write a resume resumes resume objective resume maker functional resume resume formats objective for resume how to build a resume resume outline curriculum vitae how to write a cv cv template cv format cv examples cv templates samples how to make a cv how to write cv writing a cv cv writing service cv resume

*500 AI Prompts for Freelancers to Get Clients & Increase Income* Smart Money Makers, 2025-07-22

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*Great Jobs for Computer Science Majors 2nd Ed.* Jan

Goldberg,2002-10-22 Answers the question What can I do with a major in Students can explore their career options within their field of study using the Great Jobs series as their guide From assessing individual talents and skills to taking the necessary steps to land a job every aspect of identifying and getting started in a career choice is covered Readers learn to explore their options target an ideal career present a major as an asset to a job perfect a job search and follow through and get results

**Resume Writing 2019** John Mcgregor,2019-05-08 A great job is the key to living a happy life The problem is you know how competitive the job market is and you weren t taught to job hunt in school The good news is simply by mastering these leading edge job hunting and professional presentation skills you can put yourself into the running for positions that were previously out of your reach Thousands of job seekers have already benefited and you can too One previous reader landed a new job that increased her salary by 30 000 a year by applying what she learned in this book What you ll learn in this book Prepare a keyword rich targeted resume that gets outstanding results 5 Secret Fundamental Truths of how to create a winning resume How to structure your resume that draw recruiters attention create interest make them Desire and leads into action Set the stage for a rewarding career filled with success and contentment It will only take you two or three evenings tops to unlock the secrets of resume writing If you learn and use these strategies it could mean increased pay new opportunities and maximum control over your career which could easily translate into tens of thousands of dollars of value And you can get this entire book for the small investment of just 2 99 Who is the target audience Professionals looking to stealthily get promoted or job hunt Job seekers who want to improve their results People considering a career change Recent college graduates Participants and recent graduates from MBA programs Current undergraduate students Scroll Up click the Buy Button and start getting your dream job NOW Tags resume writing resume writing books resume writing 2019 resume writing guide write resume resume writing 2018 writing resumes how to write resumes resume writing books 2018 writing a resume resume writing books 2019 write a resume professional resume writing *Resumes For Dummies* Laura DeCarlo,2015-07-14 Master the art of resume writing and boost your chances of getting hired With unemployment rates still running high getting an edge up on the competition in your field whatever it may be can be an intimidating and exhausting undertaking Luckily Resumes For Dummies is here to serve as your life raft as you navigate the murky waters of a modern day job search Inside you ll find expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams There s nothing easy and breezy about looking for a new job whether you currently have one or not But rather than succumbing to the panic that might convince you to hide under the covers Resumes For Dummies arms you with the confidence you need to write a resume that will have prospective employers knocking your at your door Includes tips on avoiding common resume writing mistakes Provides updates on the latest changes in the job market that you ll need to take into account when writing a resume Outlines how to approach a lay off in a professional light Covers how to confront privacy and reputation issues in online

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resume is a document which covers a lot of information You need to identify the relevant information to be written in the resume Avoid writing long sentences paragraphs stories etc An interview will not spend more than 30 seconds understanding your profile Ensure you write short sentences use bullets where ever needed Resumes are to be read quickly Information should be so clear and concise that a potential employer can quickly scan and absorb This Book can help you for How to write a Resume Cover Letter with perfect way Apply for jobs that seem to be just at your level You will get interviews for some of those jobs See how each job stacks up Try for some jobs that seem like a stretch That s how you grow by taking risks Don t rule yourself out Trust the process Good luck in your job search     [How to Write a Resume](#) Bergwall Productions Inc.,Thomson Delmar Learning,1994-01-01 First impressions are the strongest and last the longest A well written cover letter will compel the reader to consider your resume and call you in for a job interview Your students goal should be to not only be considered for the job that they are applying for but for the other eighty five percent of available jobs that are never advertised Assure the probability of an interview with the skills presented in this important video     [Guide for Preparing a Resumé](#) ,1954

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