

Resume Guidelines for Executives & Managers

Resumes must answer six basic questions in the order listed. (Numbers refer to the example.)

❶ Who are you, where do you live, and how do I contact you?

❷ What do you want?

Describe the *position* you want, *industry* or *business*, and *location* where you want to work. Be as specific as possible. Make sure that your stated objective exactly matches your 30-second *elevator pitch*, i.e., what you will tell others when asked what you are looking for or what position you are seeking.

❸ What do you bring to the table?

Companies hire for skills and experience. Here you need to make two sections, one that says what you are really good at (your skills) and one that proves it (achievements that demonstrate your skills).

- ◆ *Key Skills*: List *no more than three* of your top skills. If you list more, the reader will not know which are truly your strengths.
- ◆ *Achievements*: Your achievement stories are the most critical part of your resume because they are credible, memorable, and *demonstrate* your skills. The skills and achievement sections should, therefore, complement and support each other. Use bullet points to list no more than three.

❹ What is your work history?

- ◆ Recruiters and employers will examine your career path, looking for a logical career progression. If it isn't there, you might want to cover this subject in your cover letter. List your most recent employer first. Start with the employer's name and city, followed by your most recent position. Show beginning and ending month and year for each job. If the industry is not readily apparent by the company name, give the company's industry and size.
- ◆ If you are unemployed, do not represent your most recent employer as your "current" employer.
- ◆ You may briefly summarize employment more than 10 years earlier by listing the employer, the highest position you attained, and the dates of employment (here you can limit the dates to year only).

❺ What are your educational qualifications?

List university degrees and technical certifications. Do *not* include company training or evening classes unless they resulted in an industry-recognized certificate of technical proficiency.

❻ What else is important about you for this job?

Include other skills (e.g., foreign language proficiency) or involvement in activities that would be of interest to a prospective employer and are clearly relevant to the position you are seeking or the industry in which you want to work. Do not list sports, hobbies, or any organization that implies a religious, political, racial, or ethnic connection, unless that involvement would improve your prospects with the employer or person reading your resume. Omit age, marital status, children, health, etc.

Resume example (first page)

Use 12 pt type for your name and 9 - 10 pt for address and contact details. Use 12 pt for resume headers and text.

Shirley Thomas ①
1325 E. Napster Dr., Apt. 301D
Silicon Valley, CA 90345-1234
Tel: 909-555-3689
Email: sthomas@legacy.com

For illustration only.
Do not use a border
on your resume.

Or "CAREER OBJECTIVE."
Use one short paragraph!

EMPLOYMENT OBJECTIVE ②

A CTO/VP of Technology position in a well-financed, fast-growing, eCommerce company with a team-oriented culture.

Or "CAPABILITIES"
Use no more than three bullets.

KEY SKILLS ③

- Developing technology to solve strategic business problems
- Architecting systems
- Developing software products and Web-based operations

Or "ACCOMPLISHMENTS"
Use no more than three
bullets.

ACHIEVEMENTS ③

- Created the software "Office Assistant" concept and implemented it in Microsoft Windows.
- Managed a team that built a complex supply chain communications infrastructure and an exchange in one month. Delivered the production software running on in-house Web servers in another two months, on time and on budget. Product accounts for 30% of the company's sales.
- Hired a permanent staff of 25 technical people (Developers, QA, and Network Administrators) for a new dot com startup in less than three months, despite today's highly competitive job market.

Or EMPLOYMENT EXPERIENCE or
PROFESSIONAL EXPERIENCE, etc.

WORK EXPERIENCE ④

BizTrade.com, Eureka, CA - Chief Technology Officer (CTO) **Mar 2005 - Present**
Offered the CTO position after a short consultancy period for this B2B supply chain services startup. As a part of the executive team, took the company from an idea to a Web-based ASP with 75 employees. Managed the technology development, including software, hardware, communications, infrastructure, vendors and 27 technical people, as well as being prominent in planning, budgeting, recruiting and mentoring. Managed ASP, HTML, VB COM+, SQL Server, Java, and Oracle technology-based custom software development teams and vendors.

Macro Discovery, Las Vegas, NV - President and Owner **Jan 2001 - Feb 2005**
Started a custom software development and consultancy firm, including Internet development, since 1995. Projects included automated commodity trading systems, NBA, NFL, MLB, NHL and MLS game blackouts, 401K Administration Systems, E-mail, Workflow, and Imaging Systems. Clients ranged from small companies to large corporations (PurchasingPower.com, Ford Motor Co., BMW, and NorthStar Motors) on projects varying from 2 months to 2 years, using technologies such as C++, MFC, SQL, Visual Basic, ODBC, SQL Server, Access, HTML, CGI, OLE Automation, COM/DCOM and Active X Controls.

NorthStar Motors, Detroit, MI - Software Specialist and Project Manager **Jan 99 - Dec 2000**
Developed a Windows-and-Unix-based National Automated Electronic Software Distribution and Installation product, which earned a patent. Managed four developers. Enhanced the installation programs for NorthStar Advantage EX, an inventory management information system. Used C & C++, and MFC.

Resume example (second page)

Shirley Thomas
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*Put your name and a page number
in a header so it will always appear
at the top of the second page.*

DMJW, Chicago, IL – Director of Software Development **Jan 96 - Dec 98**

Directed the company's entire software development effort from concept to delivery including recruiting, planning and budgeting. Managed seven programmers. Presented the product overview and vision for large customers. Developed multi-platform networked multimedia products running on Windows 3.0, Macintosh, and Unix environments, using C++, SQL, SMALLTALK, XVT, and TCP/IP.

BMW, Advanced R&D, Chicago, IL – Sr. Programmer and Software Architect **Jul 94 - Jan 96**

Designed and implemented a front-end newsletter layout and publishing graphics workstation on 386-PCs, using C++. Invented a unique graphical tool for formatting and manipulating feature story layouts.

Xerox Corporation, Mountain, NJ – Senior Programmer **Mar 93 - Jul 94**

Developed the Interpress Programmer's Library, Diablo 630 & Xerox 2700 to Interpress converters, as well as an Interpress printer driver for Microsoft Word in C/MSDOS. Co-designed the Arabic & Hebrew bi-directional multi-language text-handling for Xerox workstations (in MESA). Designed various algorithms to handle the never-before-discovered problems of computerized bi-directional text. Implemented the floating accents for the Xerox Star Word Processor.

DOD, Washington, DC – Research Scientist **Jan 91 - Feb 93**

Developed a full screen bi-directional Arabic & English text editor and a device-independent text formatter. Built bilingual system utility programs for a custom built CP/M environment (in C and ASSEMBLER).

George Washington University, Washington DC – Graduate Teaching Fellow **1992 – 1993**

Taught graduate and undergraduate Digital Computer Design courses. Created a CP/M compatible operating system for slave Z80 computers, MP/M interface, program transfer and execution utilities for a multi-processor system (in Z80-ASSEMBLER).

EDUCATION AND CERTIFICATIONS 5

MBA in Business Management, Northwestern University, 1992

M.Sc. in Computer Science, George Washington University, 1991

B.Sc. in Electronic Communications Engineering, University of Pennsylvania, 1990

Microsoft Certified Professional - 1996

Microsoft University, Windows Programming Courses, 1993

University of Phoenix, Faculty Certification – 1996

TEACHING EXPERIENCE 6

- “Information Technology and Computer Programming,” Michigan State University, 1992 – 1993
- “Computer Design and Computer Programming,” George Washington University, 1999 – 2000

For more detailed job and career search help:

- Go to the Career Center at www.ExecGlobalNet.com
- Purchase “12 Steps to a new Career: What to Do When You Want to Make a Change Now!”