**Helen Godfrey**

Houston, Texas 77005

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Personal website: [www.theauthenticpath.com](http://www.theauthenticpath.com) (only include if related to job)

U.S. Citizen

\*Make sure you state your name and phone number clearly on your voicemail\*

\*You can make your contact information slightly larger than the content in the body of your resume\*

\*When you are editing your LinkedIn profile, on the top right there is an “edit URL” option. Chose this to customize your URL to look cleaner on your resume\*

**SUMMARY**

This is where you can briefly elaborate on your experience. Quantify and show results when possible.

**EDUCATION** (If you went back to school so that you could change careers, you may want to put your education towards the top.)

**Master of Business Administration (MBA)**

Name of University, city, state, date of graduation

**Master of Science, Mechanical Engineering**

Name of University, city, state, date of graduation

**Bachelor of Science, Major: Electrical Engineering**

Name of University, city, state, date of graduation

**RELEVANT PROJECTS** (If your professional background is not related to the type of work you are seeking and you returned to school, you may want to add projects that are related to your new career goals.)

**Project name,** name of company, city, state, dates

* Strong verb, quantify, show results and use industry buzzwords.

**CERTIFICATIONS**

**EXPERIENCE-**Put your most recent work experience first. Put the most important bullet points first. If your education is more relevant, you may want to move it towards the top. If you have 3-5 years of work experience, especially if it is related to your career goals, you may want to put your work experience first. If you are changing careers, you may want to add some categories to highlight your experience.

**Job title**, company, city, state, dates (Be consistent with the way you type out the dates and state.)

**MANAGEMENT**

* Strong verb, quantify and show results.

**Additional sample categories to add under the job title: PROJECT MANAGEMENT and TECHNICAL-add bullet points under each subheading shown in the examples.**

**TECHNICAL**

* Strong verb, quantify, show results and use industry buzzwords.
* Put the bullet points you want to highlight the most towards the top.
* Incorporate your computer skills.
* If your bullet points are long, you may want to use a period at the end. If you use periods, do so consistently throughout the document.

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If your resume is 2 pages, you and cut and paste your contact information from the first page so it serves as your letterhead. If you want to save room, at least have your name and contact information listed.

**MEMBERSHIPS**

You can list memberships related to your profession and/or volunteer experience. If the role has transferable skills and/or is related to your ultimate career goal, you can elaborate on your tasks and list it the same way you list work experience.

**Vice President**, Name of Organization, city, state, dates

* Strong verb, quantify and show results.

**COMPUTER SKILLS**

Incorporate your computer skills in your bullet points to give the reader context. You can also list them here to make it easy to read, find and understand.

**LANGUAGES**

Bilingual, fluent, proficient, conversational, basic. Pick the appropriate skill level if you chose this category. Bilingual=you speak both languages like a native. Keep in mind, depending on the level you listed, they may interview you in that language.

**INTERESTS**

Sometimes listing some of your interests can give the recruiter another dimension of who you are as a person. Be prepared to tell a brief story if you are asked.

Traveling, languages and reading.