**Helen Godfrey**

Houston, Texas 77005

Email: [info@theauthenticpath.com](mailto:info@theauthenticpath.com) ; Cell: 713-385-2925 ; LinkedIn:  [www.linkedin.com/in/helenkgodfrey](http://www.linkedin.com/in/helenkgodfrey)

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.

**EXPERIENCE-**Put your most recent work experience first. Put the most important information towards the top of the page. 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 would like to highlight various skills, you can create subheadings under your job title, demonstrated in the example below.

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

**PROJECT MANAGEMENT**

* Strong verbs.
* Put the bullet points you want to highlight the most towards the top.
* Incorporate your computer skills.
* Quantify and show results when possible.
* 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.

**EDUCATION**

**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

**CERTIFICATIONS**

**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.

**Helen Godfrey**

Houston, Texas 77005

Email: [info@theauthenticpath.com](mailto:info@theauthenticpath.com) ; Cell: 713-385-2925 ; LinkedIn:  [www.linkedin.com/in/helenkgodfrey](http://www.linkedin.com/in/helenkgodfrey)

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

U.S. Citizen

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.

**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.