



# MICHAEL DAWSON

## CONTACT

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San Jose, CA  
91234

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Phone Number  
123.456.7890

LinkedIn  
linkedin.com/mikedawson

## SUMMARY

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## EXPERIENCE

### TAGRUATO INDUSTRIES

#### Regional Project Director

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### SLUSHO BEVERAGES INC.

#### Senior Project Manager

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### LOCKE DISTRIBUTION CO.

#### Associate Manager

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## EDUCATION

STATE UNIVERSITY; MBA 2009  
CITY COLLEGE; BS 2006

# Resume Writing

Your resume is a powerful tool in your job search arsenal. It's often the first impression an employer will have of you, so it's crucial that it showcases your skills, experience, and qualifications in the best possible light. In this comprehensive guide, we'll cover the key elements of an effective resume, from formatting and layout to highlighting your strengths and tailoring your document to each specific job opportunity.



by ranjit saggu



# Why a Strong Resume is Important

## 1 Stand Out from the Crowd

In today's competitive job market, a well-crafted resume can help you stand out from the crowd of applicants and make a lasting impression on potential employers.

## 2 Showcase Your Qualifications

Your resume is your opportunity to showcase your skills, experience, and achievements, giving employers a clear understanding of why you're the ideal candidate for the role.

## 3 Open Doors to New Opportunities

A strong resume can open doors to new job opportunities, allowing you to explore positions that align with your career goals and aspirations.

# Key Elements of a Resume

## Contact Information

Your name, address, phone number, and email address should be prominently displayed at the top of your resume. This ensures that potential employers can easily reach you.

## Professional Summary

A concise, 2-3 sentence summary that highlights your key skills, experience, and career goals. This acts as a powerful introduction to your resume.

## Work Experience

List your previous job roles, employers, and dates of employment. Describe your responsibilities and achievements in each role, using strong action verbs to showcase your contributions.

## Skills Summary

### Programming and App Development

- Developed and built 20+ mobile apps and 30+ websites providing e
- Named BCD M&E's "Top Programmer of The Year" for three consec
- 15+ years experience in C, C++, Cocoa, and Objective-C.
- C Certified Professional Programmer (2006), C++ Certified Profess

### Leadership

- 8+ years experience in team management (teams of 10-50 colleagu
- Designed and implemented a new IT management model with Appl
- increasing the quarterly productivity by 33% and resulting in increas
- Trained and mentored 50+ junior developers for certification exams

### Business Management

- Coordinated 20+ projects with a budget over \$200,000.
- Optimized procurement processes to reduce BCD M&E's annual co
- Successfully cooperated with sales and marketing teams on new bu
- helped increase Apple New York's sales volume by 23%.

## Experience

2012-03 - **IT Manager**  
present  
*Apple, New York City, NY*

- Supervised the IT team in creating mobile apps pro
- experience for Apple's customers all over the world
- Developed, reviewed, and tested innovative and vi
- using emerging technologies.
- Guided talent that provides technical support and t
- partnership with the business team.

2006-08 - **Senior IT Specialist**  
2012-02  
*BCD M&E, New York City, NY*

- Developed, reviewed, and tested websites for inter
- external stakeholders, led innovation in mobile applica
- Cooperated with procurement teams in optimizing

2002-09 - **Programmer**  
2006-12  
*Oracle, Redwood City, CA*

## Education

2001-09 - **MS in Computer Science, Distinction**  
2002-06  
*The City College of New York, New York City, NY*

1997-09 - **BS in Computer Science**  
2001-09  
*University of California, Berkeley, CA*

# Formatting and Layout

1

## Structure

Your resume should have a clear, logical structure with distinct sections and headings. This makes it easy for the reader to quickly scan and digest the information.

2

## Formatting

Use consistent formatting throughout, such as font styles, sizes, and spacing. This creates a visually appealing and professional-looking document.

3

## Length

Aim for a concise, one-page resume unless you have extensive experience that requires more space. This ensures your most relevant information is prioritized.

# Highlighting Your Skills and Experience

## Quantify Your Achievements

Whenever possible, use numbers, percentages, and other metrics to demonstrate the impact of your work. This helps the employer understand the scale and significance of your contributions.

## Tailor Your Language

Customize the language in your resume to match the specific job you're applying for. This shows the employer that you understand their needs and how your skills can benefit their organization.

## Showcase Relevant Skills

Highlight the skills and expertise that are most relevant to the position you're applying for. This helps the employer see how you're a perfect fit for the role.

## Emphasize Accomplishments

Don't just list your job duties - focus on the tangible accomplishments and achievements that demonstrate your value as an employee.



# OLIVIA WILSON

## IT PROJECT MANAGER

### PERSONAL PROFILE

I am an IT project manager with holistic knowledge in software development and design. I am also experienced in coordinating with stakeholders.

### WORK EXPERIENCE

#### Project Manager

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, project implementation across multiple teams
- Create functional and technical application

#### Senior UX Designer

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-quality

### EDUCATIONAL HISTORY

#### HGFZ Graduate Center

Masters in Project Management | Jan 2013 - Dec 2013

- Studied project planning, coordination, and communication
- Worked with various startups on launching new services

#### Cliffmoor College

BA Product Design | Dec 2008 - Dec 2012

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technologies and optimizing their product design process

# Tailoring Your Resume for Each Job

1

## Identify Key Requirements

Carefully review the job description and identify the specific skills, experience, and qualifications the employer is seeking.

2

## Align Your Resume

Tailor the content and language of your resume to directly address the employer's stated requirements and demonstrate how you're the ideal candidate.

3

## Customize Each Time

Avoid using a one-size-fits-all resume. Customize your document for each job application to maximize your chances of getting noticed.

# Common Resume Mistakes to Avoid



## Typos and Grammatical Errors

Ensure your resume is free of any spelling, grammar, or punctuation errors. These mistakes can make a poor first impression.



## Irrelevant Information

Focus on including only the most relevant and important information. Avoid cluttering your resume with unnecessary details.



## Poor Formatting

Use a clean, consistent format that is easy to read and scan. Avoid cramming too much information onto the page.



## Lack of Customization

Tailor your resume for each job application to ensure it aligns with the specific requirements of the role you're applying for.

# Tips for Writing an Effective Resume

## 1 Use Strong Action Verbs

Start your bullet points with powerful action verbs like "achieved," "developed," "innovated," or "spearheaded" to showcase your accomplishments.

## 2 Prioritize Relevant Information

Focus on the most relevant and impressive aspects of your experience and skills. Don't include unnecessary details that distract from your key qualifications.

## 3 Proofread Carefully

Thoroughly proofread your resume to ensure it is free of any spelling, grammar, or formatting errors. Ask a friend or family member to review it as well.

## 4 Keep it Concise

Aim for a one-page resume unless you have extensive experience that requires more space. This helps ensure the most important information is prominently displayed.



# Next Steps: Review and Refine

Review	Carefully review your resume to ensure it is accurate, concise, and effectively highlights your qualifications.
Refine	Continuously refine and update your resume as your experience and skills evolve, ensuring it remains relevant and compelling.
Customize	Tailor your resume for each job application to maximize your chances of getting noticed and securing interviews.
Proofread	Thoroughly proofread your resume to eliminate any errors or typos that could undermine your professional image.

Remember, your resume is a powerful tool in your job search, so take the time to create a document that truly represents your skills, experience, and unique value proposition. With the right approach, you'll be well on your way to landing your dream job.