

Sample Targeted Resume

First and Last Name

Overland Park, Kansas 66215
555-555-5555 ▪ jobsearch@email.com ▪ [LinkedIn](#)

Summary of Qualifications

Highly competent professional who can be trusted with the most confidential projects. Excel in turning disorganized environments into smooth-running operations and overhauling administrative processes.

Highlights

Proficient in MS Office (Word, Excel, PowerPoint, Access, Outlook) FrontPage, QuickBooks, Photoshop.

- Managing Files, Records and Documents
- Handling HR Responsibilities
- Managing Calendars, Travel and Websites
- Training and Supervising Individual
- Report Writing
- Planning Events and Functions
- Developing Policies and Procedures
- Concise Verbal and Written Communications.

Professional Experience

Employer Name, Inc; City, State

01/2007-01/2014

Job Title

- No more than five lines detailing accomplishments for each employer.
- Use *numbers, percentages, cost savings, productivity, dollars* whenever possible.
- Make each line count. No fluff. No adjectives.
- Your resume is getting a *6-10 second review*.
- Critical that grammar and spelling is perfect.
- Use 12pt font except for your name and job title at the top.

Employer Name, LLC; City, State

01/2005-01/2007

Job Title

- One or two pages with 7-10 most current years of employment.
- On a word document have an "internet ready" resume. [Rileyguide .com/eresume.htm](http://Rileyguide.com/eresume.htm)
- Most resumes are going into a resume database. To get yours selected it must have keywords from the job posting description/requirements.

Additional Skills or Accomplishments

To account for skills beyond 10 years; bullet point three to four lines that are pertinent to the job.

Education

AA Business; Johnson County College; Overland Park, KS

Military

Certifications/Affiliations