**Candidate Name**

City, State

Phone: (508) 620-6300 email: name@gmail.com

**Executive Summary**

This should be two to three sentences explaining your industry experience and specialties. Your executive summary provides an overview of your work experience and serves as a gateway to the rest of your resume.

**Skills**

*
* Bullet Points
* Highlight Your Strengths and
* Abilities
* Include Computer Skills (i.e. CDK, vAuto)
* Language (fluent)
* Keep Consistent Formatting

**Work Experience**

**Company - City, State Month and Year – present**

 **Title**

* Describe your current position and responsibilities in detail, include what franchise you work with
* Include as many relevant examples as necessary to help illustrate the breadth of your experience and knowledge
* Point out numbers relevant to your position such as number of employees under your supervision, number of units sold per month or grosses per month depending on what your position is, etc.
* Incorporate company synopsis in your bullet points, as opposed to having a separate section for it
* Group responsibilities in one bullet point if they pertain to a specific project
* Mention any product exposure or experience liaising with other internal or external parties
* Utilize strong action verbs to begin each bullet point and try not to be redundant
* Include exposure to other areas within the firm that do not necessarily fall within your primary responsibilities
* Expand upon your current job responsibilities the most as it is the most recent and therefore relevant for a future employer
* Use one font type throughout the entire resume and ensure that all the bullet points are the same size and align throughout the resume
* Ensure that all bullet points either end in a period or don’t – consistency is critical

**Company – City, State Dates Employed**

 **Title**

* Ensure that the verbs in past positions are in the past tense
* Separate your time at the firm by job titles, if applicable, to show promotions over time
* Describe your duties and responsibilities under each position as necessary, avoiding repetition

**Company - City, State Dates Employed**

 **Title**

* Include specific dates for each position and list them in reverse chronological order
* Feel free to summarize past responsibilities in fewer bullet points, while still giving enough detail to show the extent of your experience

**Education**

Northwood University - Midland, MI 2017

Upper Valley High School – Marietta, GA 2008-2011

**Certifications and Awards**

* Certification, Year
* Award, Year

**References**

Name, Title, Phone Number