

# John Sample

999 Sample Chase Cir, Stone Mountain, GA 30083

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## SUMMARY

(3-5 bullet points or a short paragraph. This is where you discuss your interpersonal skills: tell the recruiter or hiring manager what makes you great. Do not use personal pronouns (I, we, me, etc.). Think about what your co-workers or management would say about you. This is where you brag about how great you are. When writing this, think about the job you're trying to get with this resume.) E.g.:

Energetic professional offers solid experience in **Recruiting** and **Project Coordination**. Utilizes effective interpersonal skills in the workplace, demonstrates exceptional organizational and facilitation skills, responds well to tight deadlines, and adapts quickly to changing business conditions. Proven ability to effectively manage full recruiting life cycle. Able to develop strong relationships with senior leadership.

Refugees should include the final line "Fully documented and authorized for employment in the U.S., no visa sponsorship needed)

## PROFESSIONAL EXPERIENCE

### TITLE

**Company**, City, State (of work location, not the HQ office), MMM YYYY - MMM YYYY

*One sentence description of the company*

- Job duties - shows what you know how to do
- Accomplishments - shows how you know you're GOOD at what you do. **Were these projects finished in time and/or within/under budget? Were your clients happy (customer satisfaction)? Were the stakeholders satisfied w/the work that was done? E.g.**

### SECURITY SUPERVISOR

**K. Rahija Acropolis**, Mumbai, India, 2001 - 2002

*Large municipal construction company*

- Monitored and kept records of construction materials in/out of site
- Supervised security guard staff to ensure protection of company assets
- Managed records of daily visitors, vehicles
- Checked and recorded electricity usage

## OTHER WORK EXPERIENCE

### SECURITY OFFICER

**Allied Barton Security Services and Executive Protection Security Services**, Atlanta, GA, September 2008 - Present

## EDUCATION

**Degree Type** in Major, School, City, State, Year

E.g. **Associates Degree** in Water Resources Engineering, Addis Ababa University, Addis Ababa, Ethiopia, 1980

## SPECIALIZED TRAINING

(Same format as Education)

## LANGUAGES

English, Amharic, Tigrinia, some conversational French

## SKILLS

Use Bullets and/or columns

Typing 40 wpm

Carpentry

MS Office (Word, Excel, Powerpoint, Publisher, Outlook)

Computer literacy in PC platform

Professional resumes should have no references if given to recruiters, for they will simply hire the references instead of you!

Labor resumes, however, might do well to add them.

