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Gallery of Resume Samples

These samples are intended to give you ideas about presenting your relevant experience at different points in your career. Your resume won't look exactly like any of these, but I hope the samples will help you organize and highlight your experience and accomplishments.

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New Graduate Sample Resume

MARLENE S. MARTIN

Suburb, IL 60000

(987) 654-3210

msmartin@email.net

A **Management Trainee position** in which to build on personal strengths in research, service, and team-building.

HIGHLIGHTS OF QUALIFICATIONS

Skilled at library and Internet research for academic and personal projects. Successful at serving customers in retail and service environments. Enthusiastic about marketing organizations, programs and special events. One of five UIC Student Employees of the Year, 20##. Computer Skills: Windows XP, MS Word, MS Access, MS PowerPoint and Internet.

EDUCATION

UNIVERSITY OF ILLINOIS AT CHICAGO

20##

Bachelor of Arts in History, GPA 3.75/4.0

Dean's List, six consecutive semesters, 20##-20##

EXPERIENCE

UNIVERSITY OF ILLINOIS AT CHICAGO

Department of Liberal Arts and Sciences

20## - 20##

Student Assistant

- Assembled department materials for distribution to incoming students; developed additional information sheets after interviewing new students about their needs.
- Greeted visitors and scheduled appointments with advisors.
- Provided general information to phone inquiries and directed calls to appropriate staff, when necessary.

THE GAP, Chicago, IL

Summers and Holidays 20##, 20##, 20##

Associate

- Assisted customers with clothing selection and Reconciled daily receipts at close of business day.
- Initiated merchandising incentive program for associates, resulting in a 45% increase in sales of accessories during a two-month period.
- Consistently received positive feedback for excellent customer service.

LEADERSHIP ACTIVITIES

STUDENT ORGANIZATION, UNIVERSITY OF ILLINOIS AT CHICAGO

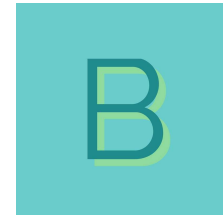
20##-20##

Membership Coordinator, Volunteer Fest, 20##

- Prepared marketing material focused on recruiting individuals who believed in mission
- Instructed 12 volunteers, staffed information table, and registered 40+ new members.

Program Coordinator, 20##

- Coordinated monthly meetings and recruited speakers on relevant topics for 200 members.



Chronological Resume

MARY JANE ALUMNA

Chicago, Illinois 60000

(773) 321-7456

mjalumna@email.net

Results Oriented Manager in Health Care Services Industry

- Operations Management, Business Planning and Project Management
- Budgeting and Finance Management
- Computer Software Applications Design and Support
- Product Development and Pricing
- Marketing Management and Forecasting
- Audit Preparation and Compliance

EXPERIENCE AND KEY ACCOMPLISHMENTS

CNA FINANCIAL CORPORATION, Chicago, IL

20## – Present

Operations Director

Business and operations management of 90,000 member Federally Qualified Health Plan, including enrollment, call center, member services, quality control, clerical, appeals and grievance units.

Management of departmental computer systems including HMO system.

- Improved customer satisfaction by creation and implementation of Appeals and Grievance Unit.

RUSH PRUDENTIAL HEALTH PLANS, Chicago, IL

20## – 20##

Business Manager

Business administration and data processing supervision of case management program in managed care. Managed grants of 45 million from multiple payers.

- Implemented information systems for 60 station LAN/WAN system and managed training and system projects.

EDUCATION

UNIVERSITY OF ILLINOIS AT CHICAGO, Chicago, IL

Master of Science in Public Health, 20##

NORTHWESTER UNIVERSITY

KELLOGG GRADUATE SCHOOL OF MANAGEMENT, Chicago, IL

Master of Business Administration, 20##

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana-Champaign, IL

Bachelor of Arts in Psychology, 19##



Chronological Resume Excerpt, in Plain Text

MARY JANE ALUMNA
mjalumna@email.net

RESULTS ORIENTED MANAGER IN HEALTH CARE SERVICES INDUSTRY
~Operations Management, Business Planning and Project Management
~Budgeting and Finance Management
~Computer Software Applications Design and Support
~Product Development and Pricing
~Marketing Management and Forecasting
~Audit Preparation and Compliance

CAREER EXPERIENCE

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CNA FINANCIAL CORPORATION, Chicago, IL (20##-Present)

Associate Director

Business and operations management of 90,000 member Federally Qualified Health Plan, including enrollment, call center, member services, quality control, clerical, appeals and grievance units. Management of departmental computer systems including HMO system.

+Improved customer satisfaction by creation and implementation of Appeals and Grievance Unit.

RUSH PRUDENTIAL HEALTH PLANS, Chicago, IL (20## – 20##)

Business Manager

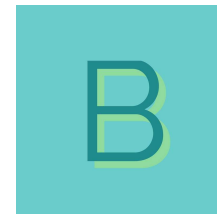
Business administration and data processing supervision of case management program in managed care. Managed grants of 45 million from multiple payers.

+Implemented information systems for 60 station LAN/WAN system and managed training and system projects.

STEPS FOR Text (ASCII) CONVERSION

An Text Only Resume can be opened and read by any computer user, can easily be forwarded through Email, and can easily be added to an Internet resume database.

1. Open the document you wish to convert to text.
2. Click File, Save As; save the file as an ASCII/Text Only (.txt format) file under a new name. Exit the document. Or, copy and paste content into Notepad or another text only program.
3. Clean up your copy. Open the new document. Delete any coded formatting, enhancements, and graphics - underlining, italic, boldface, full justification, industry icons, monogram boxes and vertical or horizontal lines. Look for and replace "odd" characters with common characters.
4. Formatting. Use keystrokes instead of bullets or other formatting to set off category headings. Left align all content.
5. Make it look like one page, even though the resume may fill 2 or 3 pages when printed. Remove the header information that would have appeared on subsequent pages of the resume. Keep key information near the top.
6. Save your changes. Make sure you maintain the file as an ASCII/Text Only (.txt format) document.
7. Test. Email yourself a copy to see how the resume will look to the receiver. You can paste the text document into the body of the Email message or send it as an attachment.



Functional/Combination Resume Excerpt

UPWARDLY MOBILE CANDIDATE

The New Place, IL 00000

123/456-7890

upwrdbl@email.com

Professional Expertise

MARKETING AND SALES

- Consistently meets or exceeds aggressive business-to-business sales goals
- Accurate sales forecasting and follow-through enables prompt, high-quality delivery
- Earned annual awards, 20##-20##, as a top performer for promotional campaigns
- Designed and presented interactive, multi-media project proposals to customers and at regional sales meetings

CUSTOMER RELATIONSHIP MANAGEMENT

- Developed 65% of client base through referral
- Recognized for skilled evaluation and accommodation of customized client needs
- Earned awards for volunteer management and for top client retention

PROJECT MANAGEMENT

- Determined scopes of work and met all objectives for projects with concurrent deadlines
- Solicited, reviewed and negotiated bids for services and managed annual budgets of up to \$2.5 million
- Hired and supervised outsourced staff, as needed
- Established lines of communication to optimize internal team functioning
- Prepared chapters for inclusion in annual reports and marketing materials

Experience and Key Accomplishments

COMPANY A, Northbrook, IL

20## - Present

Regional Representative

- Launched service to new regional market, coordinating a roll-out event for 500+ invited guests
- Recovered accounts valued at 27% of company's annual revenue through renewed affiliations with Southwest customer base
- Monitored staff and projects, troubleshooting to maximize compliance with deadlines and assuring highest-quality service

COMPANY B, Chicago, IL

20## – 20##

Account Representative

- Increased new business by an average of 14% annually, meeting deadlines, containing costs and maximizing service
- Designed and implemented direct marketing campaigns, resulting in record response and sales in 20##

[NOTE: The resume would continue with earlier experience in Other Work Experience (non-related roles and industries including non-profit), Education, and Community Activities' sections.]



Functional Resume Excerpt: One Employer

ACCOMPLISHED CANDIDATE

Anycity, Anystate 00000

(555)432-1234

imtheone@email.net

PROGRAM MANAGER AND MARKETING

EXPERIENCE

A MAJOR ASSOCIATION, Chicago, IL

20## – Present

Director, Significant Service Program, 20## – Present

Developed and managed budget, staff, grants, and outreach for multiple programs serving over 15,000 members.

Program Management

- Developed program, determined funding needs, and received \$50,000 grant for two-year national membership program. Leveraged support from association officers, management, and eight regional volunteer leaders to secure commitment, advocacy, visibility in publications, and policy development.
- Drafted association-wide recycling policy and budget, which received CEO support and \$45,000 funding for national implementation. Chaired Implementation Task Force.
- Supervised and mentored three program associates, an administrative assistant and two interns.

Marketing / Communications

- Designed and launched award-winning website: www.significantprogram.org.
- Produced column for monthly newsletter distributed electronically to 20,000+ members and affiliates, and in print to 5,000 prospective members and community constituents.

Implementation/Relationship Building

- Earned management support to develop and conduct professional training workshops reaching member volunteer-educators in 15 states.
- Founded and staffed national Membership Relations Committee, with annual recruitment and retention goals and strategies to increase visibility
- Recommended, designed and delivered annual leadership training, resulting in 45% increase in new volunteers in two years and 30% increase in volunteer retention

Project Coordinator, 20## - 20##

Marketed and implemented a \$150,000 U.S. Department of Labor program grant.

- Facilitated needs analysis for managers and staff at six regional offices.
- Developed program curriculum objectives and completed reporting and statistical supplements.

EDUCATION

Master of Science in Urban Planning & Public Policy, 20##

UNIVERSITY OF ILLINOIS AT CHICAGO

Thesis, "Title of Pertinent Topic"

[NOTE: The resume would continue with additional Education, Professional Affiliations, and Community Service]



Executive Resume Excerpt: Accomplishment Focused

EDWARD EXECUTIVE

Suburb, Illinois 60000

(987) 321-7654

edwexec@email.net

International Consumer Marketing / Sales

Positioning/Project Development

Accountable to CEO

Innovative Campaign Planner

Competitive Market Analysis

Strategic Consultant to Stakeholders

On-Site and Virtual Team Leadership

Collaborative Style with Top Team Performance

Consistent Increase in Market Share/Visibility

Executive with corporate-wide sales and marketing decision responsibility. Recognized for exceptional success in reaching business objectives and maintaining profitability in volatile business climate. Strong consultant, streamlining processes to maximize attainment of internal and external client needs. Critical analyst, seeking consensus and taking responsibility for bottom line performance and team satisfaction. Inspires managers and associates to think creatively while meeting quality, best practice and cost containment objectives.

Professional Experience

CURRENT COMPANY, Suburb, Illinois

20## – Present

Senior Vice President, Global Product Initiative, 20## – Present

Director, Global Product Initiative, 20## – 20##

Recruited to launch 60-item product line in Europe and Asia, with expectations to reach 7% market share in first 18 months. Full P&L responsibility.

Key Accomplishments

Exceeded initial targeted revenue goal by 15%; year-over-year revenue increases that exceeded goals; subsequently expanded Asian market share while maintaining solid share of European market.

- Authored campaign strategy, tactics and budget; recruited cross-functional marketing, sales and operations team in U.S., Europe and Japan; established group communications channels and launched product line 45 days ahead of schedule.
- Enhanced sales reporting and forecasting procedures to ensure product delivery, compliance with export regulations and adjustment of market expansion to meet revenue targets.
- Assembled international task force for long-range marketing and sales strategy development; simultaneously improved communication among managers and teams for current goals.
- Developed standards list for effective project management, integrating diverse international practices.

Director of Special Projects, 20## – 20##

Led 35-member cross-functional team for marketing of new 35-item product line, with print and media roll-out to North America.

Key Accomplishments

Achieved all project objectives, while increasing productivity by 15% and reducing campaign costs by 30%.

- Partnered with in-house advertising team, creating first-ever Internet component of marketing campaign; earned 40% of initial 30-day revenue from this source.

[NOTE: Resume would continue with additional accomplishments in this position, earlier experience, education and community affiliation, including officer position on condominium association.]



(Career Changer Excerpt: Relevant & Other Work Experience)

CONFIDENT CAREER CHANGER

Suburb, State 12354

123.654-0987

careerchanger@xmail.com

PROGRAM DIRECTOR, NON-PROFIT ORGANIZATION

[Note: An example of using a headline similar to the job title for which you are applying.]

NON-PROFIT EXPERIENCE

Excellent Non-Profit Association, Chicago, Illinois

20## - Present

Board Member, 20##- Present

Chair, Strategic Planning Committee, 20##- Present

- Recruited and trained 12 volunteer leaders for organizational review, resulting in development of a five-year plan for membership, service and fiscal growth.
- Facilitated annual committee planning retreat, gathered background for strategy, and benchmarked with comparable organizations to determine feasibility of proposed goals.
- Introduced the association, its services and constituencies, to the community and business leaders.
- As annual conference program committee member (20##), recommended workshop topics and speakers.

Children's Rights Charity, Chicago, Illinois

20## – 20##

Co Chair, Annual Walkathon, 20##

- Wrote appeal letter to recruit walkers and encourage pledges; resulted in 20% walker increase.
- Exceeded organization fundraising target by 45%; sent e-mail encouragement to registered walkers.
- Procured in-kind donations valued at \$15,000 for prizes, giveaways and event refreshments.
- Event success was followed by recruitment of eight new committee members from walker cohort.
- As Middle School Services committee member, developed and implemented a tutoring program with innovative use of volunteers as small-group coaches, fostering peer encouragement and mentoring.

ADDITIONAL EXPERIENCE

Current Major Corporation, Chicago, Illinois

20## – Present

Manager of Special Projects

Developed product promotions and ensured fulfillment for internal clients, coordinating logistics and preparation of collaterals with marketing and sales divisions.

- Assigned projects to associates and monitored division workload, maximizing staff efficiency and use of talent in scopes of work.

Previous positions as *Assistant Manager* (19## to 20##); *Coordinator* (19## to 19##).

[NOTE: Resume would continue with education section.]