

FirstName (Optional Middle Initial) Last name
Small Caps Calibri 18 pt BOLD

Résumé must be one or two FULL pages (e.g. not 1 ½)

Create customized LI url instead of LI default

Remove hyperlinks → Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • Enter LinkedIn url

Small Caps Calibri 12 pt BOLD

ONE-LINE BRANDING STATEMENT WHICH COMMUNICATES YOUR VALUE

Relevant Functional Expertise • Key Skills • Key Words • or Strengths

Center-justified

The Summary of Qualifications provides a snapshot for targeting your résumé; it characterizes the general scope and direction of your career; it should draw the reader into the details of your experience

- 2 – 4 specific summary statements relevant for position
- Bullets quickly draw reader’s eyes to important skills and expertise
- Attempt to match qualifications with employer’s needs, especially if you have job description; do not attempt if qualifications do not match employer’s needs

EXPERIENCE

Use “Present” if currently in the position

CLICK HERE TO INSERT COMPANY NAME, City, State (or City, Country if non-U.S. location)

Click here to insert title (Year – Present)

List years of entire tenure flush right on same line as organization name.

Year - Year

Provide brief description of employer (no more than two lines) on line directly below company name; can also describe scope of your responsibilities.

Key Achievements:

CONTENT TIPS

- Résumé bullet = Strong ACTION VERB + Problem/Action/Result (PAR) format
- Use variety of strong action verbs at beginning of bullets; avoid repetition and never say “responsible for”
- Include specific actions and measureable results – specify how many people managed, amount of money saved, earned or managed, percent of sales gained, or savings gained by process improvements
- Showcase transferable skills/strengths from current (or former) position(s) most relevant to opportunity
- Résumé bullets are not sentences – remove pronouns (e.g. - I, me, my, we, us, our) and articles (e.g. a, an, the)
- List experience in reverse chronological order; present tense for current exp, past tense for previous exp

Click here to insert title (Year – Year)

Scope of responsibilities

Key Achievements:

FORMATTING TIPS

- Edit carefully – recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy text
- Try to use two bullets for each work experience; use periods at the end of each bullet
- Write numbers from zero through ten as words; write numbers above ten as numerals (\$1K, \$1M, \$1B)
- Avoid résumé bullets with “orphans” (single words with own lines)

NAME AS ON FIRST PAGE - Page 2

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • Enter LinkedIn url

Add a second page only if needed. If you do, it must be a full page. Working Professional students with limited or no relevant work experience, or are making significant career change, should choose to keep one-page résumé.

CLICK HERE TO INSERT COMPANY NAME, City, State (or City, Country if non-U.S. location)

Year - Year

Click here to insert title

Provide brief description of employer (no more than two lines) on line directly below company name; can also describe scope of your responsibilities.

Key Achievements:

- Bullet #1
- Bullet #2
- Bullet #3

CONTINUE TO ADD EXPERIENCE AS NEEDED

EDUCATION AND CREDENTIALS

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC Insert month 20XX

Master of Business Administration (MBA), Enter concentration here

Click here to insert practicums and class projects

Click here to insert awards/honors

Click here to insert school-related leadership activities, clubs, etc.

Working Professional MBA students who have limited work experience in the targeted role may choose to place the Education section before Experience section in order to highlight qualifications gained while in business school.

Regarding practicums and class projects, list these achievements in same PAR format as professional achievements. Highlight key functional and transferable skills. Address expected results if actual results are not known.

CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY, City, State

Insert month and year of degree

Click here to insert Undergraduate Degree, Field of Study

Click here to add honors such as Phi Beta Kappa; Graduated First Class with Distinction; etc. (if relevant)

PROFESSIONAL DEVELOPMENT AND TRAINING – Add significant and relevant extra-curricular professional development, certifications, corporate-based training, etc. (if relevant)

ADDITIONAL INFORMATION

“ADDITIONAL INFORMATION” IS ELECTIVE. ADD RELEVANT INFORMATION THAT PROGRESSES YOUR CANDIDACY.

Computer Skills: List skills relevant to target industry, separated by commas

Languages: List languages other than English, and not proficiency level as Fluent, Proficient or Conversational

Interests: Try not to be generic, but be sure you can speak about each if asked

Work Eligibility: Eligible to work in the U.S. with no restriction / U.S. Citizen /U.S. Permanent Resident

Use Work Eligibility if there may be a question about your U.S. employment status

Use your discretion for this section. Only add a category if it is relevant and pertains to you

JAMES F. HARRISON

jamesfharrison@ncsu.edu • (555) 123-4567 • www.linkedin.com/jamesfharrison

FINANCE PROFESSIONAL WITH STRONG HUMAN RESOURCES & ANALYTICS CREDENTIALS

Treasury Management • Financial Oversight • Healthcare Accounting • Budget & Resource Allocation

Analytical finance professional with strong background in financial analysis, modeling, and leadership; proven ability to successfully convert ambiguous data into information to drive strategic decisions.

- Over five years of experience in Financial Accounting at three 'Top 100' medical centers
 - Recognized for outstanding leadership in the areas of cost reduction, budgeting, and HR management
 - Successfully managed and trained over 30 employees in SAP, HR management and analytics
 - Responsible for overseeing \$15M+ in accounts
-

EXPERIENCE

FAMILYSAFE PEDIATRICS CENTER, Hickory, NC

2014 - Present

Finance and Human Resources Manager (2016 – Present)

Promoted from finance and human resources coordinator; additional information about company information and/or scope of responsibilities can go here as well.

Key Achievements:

- Reduced short-term and long-term debt by 60% in one year
- Developed guidelines and reporting structures for company issued credit cards resulting in reduction of credit card bill average by 73%
- Revamped internal controls / policies, reducing office supply expense by 30% in 1st year
- Consolidated and refinanced business debt reducing interest impact by 6%
- Restructured AR department to eliminate 1 FTE of \$40K/year salary
- Initiated dissolution of third-party HR company within first six months and reorganized duties within company which saved \$20K per year and eliminated nearly 98% of outside payroll/benefits servicing cost
- Negotiated new contract with Blue Cross Blue Shield for group policy saving 10% percent annually in group health insurance, life insurance, short and long term disability

Finance and Human Resources Coordinator (2014 – 2016)

Supported finance and human resources manager for all financial and human resource related activities of this center - third largest pediatric facility in state

Key Achievements:

- Managed all business cash flow and ten direct reports
- Managed multiple cost centers and profit centers in SAP
- Reconciled SAP financial data, PARIS credit cards and operational budgets

JAMES F. HARRISON - Page 2

jamesfharrison@ncsu.edu • (555) 123-4567 • www.linkedin.com/jamesfharrison

FAKEMED, Tampa, FL

2012 - 2014

Financial and Administrative Assistant

Served as deputy to Financial Manager, overseeing all budgetary and financial requirements for hospital

Key Achievements:

- Asked to return on consulting basis to perform budgetary and financial analyst functions
- Managed multiple cost centers and profit centers in SAP
- Reconciled SAP financial data, PARIS credit cards and operational budgets
- Developed/customized pivot tables and reports for managers from R3 data w/ V-Lookup

Elsewhere Methodist Hospital, Bethesda, MD

2010 - 2012

Financial Counselor

Specialty counselor for finding financing opportunities for patients needing surgery

Key Achievements:

- Specialty counselor for finding financing opportunities for patients needing surgery
- Reviewed and qualified patients for hospital funding, write-offs and/or Medicaid
 - Worked directly with large balance patients to be an advocate for their medical needs and financial costs while staying at our facility
 - Made recommendations to management on large balance patient accounts.

EDUCATION AND CREDENTIALS

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC

May 2017

Master of Business Administration (MBA), Financial Management

MBA Consulting Projects

- NCSU Enterprise Risk Management Practicum – Surveyed key company leaders and analyzed results to create new organizational risk profile; final report presented to leadership with recommendations for better preparedness.
- Blue Cap – Researched market opportunity through Big Data Analytics (natural language processing) and developed recommendations for business model/revenue stream for technology start-up.

UNIVERSITY OF ILLINOIS, Champaign-Urbana, IL

May 2010

Bachelor of Science, Business Administration, Finance

Student President

PROFESSIONAL DEVELOPMENT AND TRAINING - General Ledger Accounts, Introduction to Accounting, SAP Sponsored Programs (Project Accounting), SAP Operational Fund Codes - Cost Centers, SAP Company Codes - Profit Centers.

ADDITIONAL INFORMATION

Computer Skills: SAP R/3, SPS, PARIS, IForms, Quickbooks, Peoplesoft equivalent (Softdent and Practiceworks), Lotus Notes, Microsoft Excel (pivot tables, v-lookup) Microsoft Word, PowerPoint and Outlook

Languages: Fluent Spanish, Proficient Italian, Conversational French

Interests: Spanish Architecture, Ultimate Frisbee, ACC Basketball, Northern Italian Cuisine

Work Eligibility: Eligible to work in the U.S. with no restriction

Suggested Resume Action Verbs by Skill Set

Administrative

administered
coordinated
designed
established
evaluated
interviewed
managed
organized
oversaw
planned

Clerical

arranged
collected
compiled
dispatched
monitored
operated
prepared
processed
recorded
screened

Communication

Addressed
authored
corresponded
directed
drafted
edited
influenced
interpreted
lectured
motivated

Counseling

assessed
assisted
clarified
coached
educated
facilitated
familiarized
guided
mentored
referred

Creative

acted
conceptualized
created
designed
developed
established
fashioned
illustrated
invented
performed
produced
shaped
revitalized

Development

analyzed
applied
consolidated
designed
developed
established
formulated
instituted
marketed
strengthened
supported
surveyed

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
projected
researched

Management

assigned
attained
chaired
consolidated
coordinated
delegated
directed
executed
improved
increased
recommended
reviewed
supervised

Organizational

applied
arranged
consolidated
coordinated
facilitated
implemented
organized
planned
systematized

Marketing

distributed
generated
implemented
increased
initiated
participated
persuaded
promoted
publicized

Problem Solving

clarified
decided
evaluated
integrated
investigated
recommended
resolved
solved
surveyed

Research

critiqued
examined
identified
inspected
interpreted
researched
summarized
surveyed

Technical

assembled
built
devised
developed
engineered
operated
programmed
reconciled

Time Management

administered
developed
directed
generated
improved
initiated
increased
maintained

Training

adapted
advised
assisted
communicated
explained
facilitated
informed
instructed

NC STATE

Poole College of
Management

Career Center