

First & Last Name

Address

Email

Social Media site e.g. LinkedIn

Phone

Summary or highlights e.g.:

Nine years of inventory planning, management and operations oversight experience.

Worked collaboratively with vendors and customer.

WORK HISTORY

JOB TITLE, NAME OF COMPANY, DURATION OF WORK

BRIEF DESCRIPTION OF WORK:

EDUCATION & CERTIFICATES

VOLUNTEER WORK

SKILLS

E.g. Planning
and Coordinating Projects

Inventory Analysis

Employee Training
and Development

HIGHLIGHTS

E.g. Supervised and trained more
than 25 employees

PERSONAL QUALITIES

E.g. Self-motivated

Willing to learn new things

Collaborative

Make your resume stand out:

- *Pay attention to format or design*
- *Chronological order – most recent history first e.g. works history, education, volunteer work etc.*
- *Research different styles of 'Resume or CV's' – there are lots of free templates.*
- *This template cannot be edited and is only provided as an example of a resume layout.*