

John Doe
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(Remember to note which of your contact numbers may be confidential.)

SUMMARY

Include a two to three sentence paragraph summarizing those experiences which are most applicable to the position for which this application targets, or the type of position that is of most interest to you.

WORK EXPERIENCE

1985 To Present

Utilityrecruiter.com

Include a short description of your employer here in as succinct a manner as possible; one to three sentences should suffice. Don't forget important facts about the employer that set it apart from others in its industry (i.e. types of services, revenues, target customer market, etc.)

Vice President of Marketing

1996 to present

Describe your responsibilities in a concise manner. Do not forget important details such as reporting structure; supervisory responsibility; non-personnel scope of responsibility, such as assets directed; and managerial duties such as budgeting.

- Bullet those quantifiable accomplishments that may set you apart from other personnel at your level in the specific industry.
- Make sure to keep the bullets as concise as possible.

Marketing Manager

1991 to 1996

Describe your responsibilities in a concise manner. Do not forget important details such as reporting structure; supervisory responsibility; non-personnel scope of responsibility, such as assets directed; and managerial duties such as budgeting.

- Bullet those quantifiable accomplishments that may set you apart from other personnel at your level in the specific industry.
- Make sure to keep the bullets as concise as possible.

Market Analyst

1985 to 1991

Describe your responsibilities in a concise manner. Do not forget important details such as reporting structure; supervisory responsibility; non-personnel scope of responsibility, such as assets directed; and managerial duties such as budgeting.

- Bullet those quantifiable accomplishments that may set you apart from other personnel at your level in the specific industry.
- Make sure to keep the bullets as concise as possible.

1981 To 1985

Dowdy Recruiting LLC

Again, include a short description of your employer here in as succinct a manner as possible; one to three sentences should suffice. Don't forget important facts about the employer that set it apart from others in its industry (i.e. types of services, revenues, target customer market, etc.)

Analyst

1981 to 1985

Describe your responsibilities in a concise manner. Do not forget important details such as reporting structure; supervisory responsibility; non-personnel scope of responsibility, such as assets directed; and managerial duties such as budgeting.

- Bullet those quantifiable accomplishments that may set you apart from other personnel at your level in the specific industry.
- Make sure to keep the bullets as concise as possible.

EDUCATION

Masters in Business Administration
Concentration in Marketing
University of Colorado – 1997
3.7 GPA

Bachelor of Science in Marketing
(Minors in Accounting & Economics)
University of Colorado at Denver – 1981
3.3 GPA

LICENSES & CERTIFICATIONS

- Achieved Class IV Marketing Certification at the ACME School of Marketing Executive Program – 1989