

John Doe

Address line one
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469.208.8776
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Dedicated executive with a demonstrated track record of success. Excellent understanding of design and implementation of successful processes and practices. Team builder able to effectively direct, develop, and motivate staff to achieve well respected industry goals. Excellent communication, interpersonal, and relationship building capabilities.

PROFESSIONAL EXPERIENCE

Employer Organization Name. City, State, Start Date to Present

Title

Company Overview: This is where you would write specific information about the company; including the size, specialty, focus, and what the company is known for. It is also a good idea to give the prospective employer an idea of where to read about the company. I.e. The Company can be found on the web at www.starklane.com.

Responsibilities/Accomplishments:

- This is where you would briefly outline your responsibilities and achievements with the organization. Examples below.
- Directly recruited to facilitate the development of a new service line.
- Exceeded first year production goals by 50%.
- Decreased expenditures by \$200,000.00.

Employer Organization Name. City, State, Start Date to End Date

Title

Company Overview: This is where you would write specific information about the company; including the size, specialty, focus, and what the company is known for. It is also a good idea to give the prospective employer an idea of where to read about the company. I.e. The Company can be found on the web at www.starklane.com.

Responsibilities/Accomplishments:

- This is where you would briefly outline your responsibilities and achievements with the organization. Examples below.
- Responsibility for 400 FTE's and a budget of \$7M.
- Increased sales by 300% through duration of employment with Employer.
- Awarded "Account Executive of the Year" in 2000, 2001, and 2002.
- Created a process that was adopted company wide, resulting in "x."

Employer Organization Name. City, State, Start Date to End Date

Title

Company Overview: This is where you would write specific information about the company; including the size, specialty, focus, and what the company is known for. It is also a good idea to give the prospective employer an idea of where to read about the company. I.e. The Company can be found on the web at www.starklane.com.

Title Start Date to End Date

When multiple positions are held with an organization, do not duplicate the history with the employer to demonstrate a second or third position. Simply add a start to end date to the title with Responsibilities/Accomplishments for each position as demonstrated here.

Responsibilities/Accomplishments:

- This is where you would briefly outline your responsibilities and achievements with the organization. Examples below.
- Promoted to "position X" to drive development of new service lines and products in a growing service area.
- Increased sales by 300% through duration of employment with Employer.
- Awarded "Account Executive of the Year" in 2000, 2001, and 2002.
- Had direct oversight of facilities responsible for 70% of the company's budgeted EBITDA.
- Created a process that was adopted company wide, resulting in "x."

Title Start Date to End Date

Responsibilities/Accomplishments:

- This is where you would briefly outline your responsibilities and achievements with the organization. Examples below.
- Promoted to “position X” to drive development of new service lines and products in a growing service area.
- Increased sales by 300% through duration of employment with Employer.
- Awarded “Account Executive of the Year” in 2000, 2001, and 2002.
- Had direct oversight of facilities responsible for 70% of the company’s budgeted EBITDA.

EDUCATION

Most Significant Degree or Certification on Top

Degree or Certification Earned

University or Certifying Authority, Date Earned or Certified

Second Most Significant Degree or Certification Next and So On

Degree or Certification Earned

University or Certifying Authority, Date Earned or Certified

REFERENCES

Do not provide references on a resume. Simply note that references will be furnished upon request.

This sample resume was provided by Stark Lane, Inc.

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