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CAREER SUMMARY

I prefer a Summary to an Objective because it speaks more directly to what you bring to the table, rather than what you want to get out of a job for yourself. This is your 4-6 line elevator speech (introduction) to talk about your relevant area of expertise. It is critically important to highlight what you can do for a company, because that is why they are hiring you, and not because you want the job, or to work for their company. In most cases, a 2 page resume is fine, assuming all the information is relevant, and not adding extra bulk.

SKILLS

List all relevant software skills here (i.e. MS Office, Adobe Photoshop, Sharepoint, Peoplesoft CMS) List all position-specific skills here (i.e. cold calling, lead generation, training, government clearance) Leave out irrelevant skills that just take up space or are givens, like your typing speed (unless that's required), "multitasking" and "MS Word".

PROFESSIONAL EXPERIENCE

Your Job Title, *Company Name*, New York, NY

May 2012 – Present

When giving an overview of your most recent position, avoid going into detail (more than a few words) about what the company does, unless it is relevant. Your resume should read like the job description you are applying to, with personalized details around specific projects, responsibilities, accomplishments or quantifiable results. This can be in either a paragraph format such as this, a bulleted list, or a combination of the two.

- If you contributed to the company's profitability, growth or productivity in some way, say so.
- If you lead or worked on an important project that gained visibility, say so.
- If you created a more efficient way of doing something, say so. Also mention if you were promoted.

ADDITIONAL EXPERIENCE

This space is for listing additional information that might be less relevant than your Professional Experience section, but still adds some kind of value to your resume. You might use it to list contract or freelance positions, or relevant workshops or training you completed or lead. You may also list previous positions that go back more than 10 years, without the dates to avoid "dating" yourself.

EDUCATION

BS Communications, Visual Arts Minor, Boston University

2004

Including your GPA: Not necessary unless specifically asked for in the job description

MEMBERSHIPS & AFFILIATIONS

Professional Associations, Including Memberships or Positions

Relevant Networking Groups

Avoid Listing Hobbies Unless They're Relevant