**John Doe**1234 West 67 Street  
River Oaks, FL 33034  
(954) 456-7890 (state home or cell)   
email@email.com

**PROFESSIONAL EXPERIENCE**

**Name of Bank /Company**                              City, State                      04/2002-Present  
**Chief Lending Officer**   
Include, in paragraph format, your duties and responsibilities specific to this position in 4 to 6 sentences.

* Use 5 to 8 bullet points of specific accomplishments,
* achievements,
* rankings, and
* other notable things that separate you from your peers

**Name of Bank/Company**                               City, State                     09/1994-03/2002  
**Sr. Commercial Banker**Include, in paragraph format, your duties and responsibilities specific to this position in 4 to 5 sentences

* Use 5 to 6 bullet points of specific accomplishments,
* achievements,
* rankings, and
* other notable things that separate you from your peers

*Use this same format for every position you have held throughout your career with paragraphs and bullet points getting smaller and fewer the further back in time you go.*

*If you have held different positions at the same company use dates on the first line for the entire tenure at this company and then separate the dates specific to each position next to the title of that position and in alignment with the dates above.  Use the same format, however, for each position with paragraphs describing your position duties and responsibilities and bullet point highlighting your achievements in that role.*

**EDUCATION**

Crummer Graduate School, Rollins College      MBA, Business Administration 1991  
Florida State University, Tallahassee, Florida    BS, Business Administration 1989  
Pertinent and noteworthy Courses, Seminars, Workshops attended  with dates

**PROFESSIONAL AFFILIATIONS**

**Include Professional or Civic Organizations where you were either a member, held a leadership role or were chairman over a specific initiative/committee**

* Business Education Association, Member
* American Business Club (AMBUCS), Sergeant-at-Arms, Past Secretary
* Currently holds Series 7, CFA and C

**PROFESSIONAL LICENSES AND CERTIFICATIONS (if applicable)**

Identify and spell out (do not use acronyms)

***Notes****:*

* *Objectives and/or Summary of Qualifications are highly discretionary.  (I personally do not recommend).*
* *Do not include personal information*
* *No need to state “references provided upon request” - Assumed.*
* *Do not add compensation, incentives or other monetary information/considerations*
* *Remember, you want your resume to accomplish the following:*

1. *An accurate portrayal of your career over time*
2. *The upward career path and/or variety of positions you have held over the years showing the depth and breadth of your experience*
3. *Easibility of reading – bullet points are the easiest to scan and therefore, get read*
4. *A positive reflection of what you bring to the table in terms of skills, experience, achievements and superior performance.  Bullet points should highlight these.*
5. *Use powerful words.  You are creating an impression.  What is the impression you want to create?  Let your passion shine through.*