

Street Address

MICHAEL KIRCHNER
Leadership and Career Coach

Phone
Email

PROFESSIONAL SUMMARY

Two to three sentences articulating who you are as a professional. Be specific and clear. Ask yourself, does this professional summary align with the job I am applying for? Does this statement encourage hiring managers to review the rest of the resume?

EXPERTISE/ATTRIBUTES (align with keywords from job description!)

- Program Development
- Instructor/Teacher
- Critical Thinker
- Microsoft Word
- Leadership Skills
- Program Assessment
- Self-motivated
- Microsoft Excel
- Job design
- Dependable
- Interpersonal Skills
- Public Speaking

PROFESSIONAL EXPERIENCE (chronological order starting w/current/most recent)

Program Director, Best Company Ever - Milwaukee, WI July 2019-Present
 Oversaw the development of.....which has grown from _____ to _____ under my leadership.
 Responsibilities include management of daily operations; staffing, training, and oversight of ten-person staff; budget management, community outreach, program development, and product marketing.

Align job responsibilities with job description

What specifically have you done that demonstrates your experience performing the required tasks?

- Aligned with task one
- Aligned with task four
- And so on...

Program Intern, 2nd Best Company Ever – Small City, WI January 2019-June 2019

- Aligned with task two
- Aligned with task three

EDUCATION (highest degree/certification listed first)

University of _____
 Bachelor of Science _____ Year (Obtained or Anticipated)
 Relevant Coursework (Specific to the Job)

VOLUNTEER EXPERIENCE/SERVICE

- What positions have you held that also demonstrate experience performing a job-related task?
- What impact did you make for the team, the community, and/or the organization?

AWARDS/RECOGNITION

- Listed in order



FINAL TIPS:

- **DO NOT LIST** “References Available Upon Request”—just make sure you have them available if requested!
- Be sure your professional summary is aligned with the position you’re applying for.
- Your professional summary is not to describe your career aspirations; use it to declare who you ARE as a professional
- Only include expertise/attributes you have actually demonstrated or completed coursework on
- Include numbers/quantitative data which supports what you have accomplished whenever possible
- GPA is not necessary unless at least a 3.50
- Use the volunteer section as an extension of your professional experience, i.e., to describe tasks/job requirements you have already successfully performed and corresponding impact

