

## **ACCOUNTING & FINANCE**

### Accounting

## **Senior Accounting Manager Resume**

A senior accounting manager resume should display up to four key areas of expertise near the top. Achievements in terms of numbers, percentages and dollar amounts should be highlighted whenever possible in key areas such as cashflow, forecasting, capital assets, report preparation, development of policies and procedures, and system efficiencies. Measurable results in account balance reconciliation, month and end-year process, payroll and utilities, treasury and budgeting, along with any professional recognition, should be highlighted.

### Auditing & Compliance

## **Compliance Manager Resume**

A resume for a compliance manager will ideally highlight around four areas of competency close to the top. Achievements expressed with numbers, dollars or percentages should be used as much as possible to show expertise in, for example, auditing, policy development and review, action plan creation, reporting, and risk mitigation. Successes which helped companies function in a legal and ethical manner while continuing to meet goals, along with any professional recognition, would be very effective highlights.

### Banking, Loans & Insurance

## **Senior Financial Analyst Resume**

A senior financial analyst resume should highlight successes in areas of expertise such as, for example, analysis of financial statements and reports, creation of financial models, processes and initiatives, and budgeting. Four specific areas of expertise should be placed near the top of the resume: Investment & Risk Management and Financial Reporting are good examples of this. Presenting measurable achievement in terms of numbers, percentages, etc., is highly valuable, along with any professional recognition of achievements.

### Corporate Finance

## **Director of Financial Reporting Resume**

A director of financial reporting resume should highlight up to four key areas of expertise near the top of the resume, with as many achievements as possible expressed in numbers,

percentages and dollar amounts in the body of the resume. Success in areas of expertise like reporting and filing of SEC periodic reports, ensuring compliance with relevant rules and regulations, coordinating financial teams, and directing the financial reporting of external audits would be strong highlights, along with any professional awards or recognition.

### Investments

## Senior Hedge Fund Analyst Resume

A resume for a senior hedge fund analyst should show measurable success (numbers, percentages, dollars), in areas such as, for example, leading analysis on investment ideas, personal generation of investment ideas, enhancement of sector performance and strategic planning. Placing four specialty areas like Regulatory Compliance and Needs Assessment near the top of the resume is recommended. Generation of positive P&L, unique perspectives on stocks, and any professional recognition should be highlighted.

### Risk & Quantitative Analysis

## Quantitative Analyst, Risk Resume

A quantitative analyst, risk resume should display up to four key areas of expertise close to the top. Achievements in terms of numbers, percentages and dollar amounts should be highlighted where possible in areas like competitive analysis, investment risk management, development of complex quantitative models, and optimal strategy creation. Measurable successes in minimizing risks in investments and assets, boosting portfolio returns, successful strategies, and any recognition from higher management should be shown.

### Tax

## Tax Manager Resume

A tax manager resume would ideally highlight around four areas of competency near the top. Achievements related to, for example, managing tax reporting and planning, preparing and filing state and federal tax documents, ensuring compliance with tax laws, and problem identification and solutions for clients should be expressed using any results in numbers, dollars, or percentages available. All areas of managing a tax team, and any professional award or other recognition, should be highlighted.

## **ENGINEERING & CONSTRUCTION**

### Architecture & Interior Design

#### **Lead Architect Resume**

A resume for a lead architect should show measurable success (percentages, numbers, etc.), in areas such as design creation, budget and time estimations, report reviews, stakeholder reporting, and schedule, budget and team management. Successful project completions and any awards or other professional recognition should also be highlighted, along with up to four key specialty areas of expertise (Design & Planning, Feasibility Analysis, Architectural Interior Design, Resource Allocation, for example), near the top of the resume.

### Chemical Engineering

#### **Principal Chemical Engineer Resume**

A principle chemical engineer resume should include any awarded patents and up to four specific areas of expertise (Biosolids Processing, Byproduct Analysis, etc.), in the top section of the resume. Showing measurable achievements (dollar amounts, percentages, numbers), in areas like manufacturing processes research, production costs estimations, developments in the use of controlled chemical processes, troubleshooting for enhanced efficiencies, and test results from performance monitoring is recommended.

### Civil Engineering

#### **Project Manager, Construction Resume**

A resume for a project manager, construction will ideally highlight successes with percentages, dollar amounts, and numbers wherever possible. Achievements in project budget preparation, cost estimates, schedules and timelines, time management and leadership, stakeholder and higher management responses, cross-discipline collaboration, should be included, along with any awards or recognition. Four areas of expertise such as Project Controls, Project Feasibility, Land Development, Technology Implementation, should appear near the top.

### Construction & Real Estate

#### **Senior Construction Engineer Resume**

A resume for a senior construction engineer should highlight the scope and variety of successful projects. About four specific areas of expertise, such as Outside Plant Engineering, Project Planning, etc. should appear near the top. Successes expressed in numbers, dollars and percentages should be used as much as possible in short, descriptive lines. Key achievements

in scope, time, and cost planning, cross-discipline supervision, capital improvement, project lifecycle management, and any professional awards or recognition are strong highlights.

### Engineering Management

## Project Manager, Electrical Engineering Resume

A project manager, electrical engineering resume should display around four areas of expertise close to the top. Achievements using numbers, percentages and dollar amounts will add at-a-glance clarity to results in, for example, monitoring costs, materials and resources; planning, supervising and managing electrical projects; budget development; time management and leadership; and collaboration with cross-discipline teams. All positive, measurable outcomes and any professional recognition should be highlighted.

### Electrical Engineering

## Senior Electrical Engineer Resume

A standout senior electrical engineer resume will highlight successes in short, descriptive lines showing numbers and percentages wherever possible. Four areas of expertise such as EMI Analysis, R&D, Energy Conversion and Design & Testing should appear near the top. Areas of achievement could include design plans and schedules, cross-disciplinary collaboration, engineering processes, improvement initiatives, and diagnostics and troubleshooting. Any patents, awards or other professional recognition should be highlighted.

### Environment Engineering

## Environmental Engineer Resume

A resume for an environmental engineer should highlight any awarded patents or professional recognition. Around four specific areas of expertise, such as Chemical Spill Cleanup, Radiation Compliance, etc., should appear close to the top. Including number and percentages to successes in, for example, project design, investigative reports, remediation projects, scientific data and quality control, environmental improvement programs, compliance and regulations, advising corporations and/or government agencies, etc., is highly recommended.

### Industrial Engineering

## Senior Industrial Engineer Resume

A senior industrial engineer resume should highlight successes in, for example, the development of manufacturing processes, prototype creation, product design, creative and technical collaboration, feasibility analysis, process methodology, streamlining and process

standardization, etc. Including percentages, numbers and dollar amounts is recommended. Around four specialty areas, such as Lean Transformation and Value Stream Mapping, should be shown near the top, along with any awarded patents and any professional recognition.

### Mechanical Engineering

## Lead Mechanical Engineer Resume

A resume for a lead mechanical engineer will show around four areas of competence: 3D PDS Modeling, Design & Specification, etc., near the top, along with any patents, awards or other professional recognition. Expressing achievements like leadership in the design, specification and implementation of mechanical systems, design and production of components, products and services, planning and coordination of technical tasks, and strategic recommendations, should include as many numbers and percentages as possible.

## HEALTHCARE

### Healthcare Management

## Healthcare General Manager Resume

The resume of a healthcare general manager will ideally show four specific areas of expertise (Regulatory Management, HIPPA Specialist, etc.), near the top of the resume. Achievements shown as measurable results (percentages, numbers, dollars), should be as short and clear as possible in areas like quality improvements in delivery of services, supervision of administrators and other staff, financial management, creation of work and shift schedules, etc., along with any professional awards or recognition.

### Medicine

## Medical Practitioner Resume

A medical practitioner's resume should include achievements in all specialties, including the business side of the profession. Achievements in, for example, differential diagnosis, internal medicine and geriatrics, diagnosis, referrals, treatment, health program planning and implementation, patient health data collation and processing, should be short, clear and expressed in numbers or percentages wherever possible. Four key specialties should appear near the top, along with awards or other types of professional recognition.

### Nursing

## Senior Nurse Supervisor Resume

The resume of a senior nurse supervisor should include up to four expert specialties near the top: ICU, ER, Care, Assessment and Treatment, for example. Professional achievements in key areas like staff management, patient care oversight, staff assignment and monitoring, policy & procedure enforcement, staff/patient/family interfacing, staff/physician interfacing, etc., should be short, clear, and include numbers, percentages and dollars where possible. Any professional awards or other recognition should also appear near the top of the resume.

### Allied Health Professionals

## Laboratory Manager Resume

A laboratory manager's resume will ideally include four key specialty areas of expertise near the top, along with professional awards or other recognition. Key achievements should be concise and include dollar amounts, percentages and numbers whenever possible. Professional experience could include, for example, development and delivery of products, services and information, execution of method validation protocols, development and implementation of analytical procedures, improvements to medical laboratory productivity, etc.

### Pharmacy

## Pharmacy Manager Resume

The resume of a pharmacy manager should include concise achievements in areas like, for example, drug therapy adherence rates, patient consultations, staff hiring and evaluations, administration of immunizations/vaccines, production of drug criteria data, management of prescription procedures, etc., and numbers, percentages and dollar amounts should appear in as many descriptions as possible. Four specialty areas like benefits management and retail pharmacy should be included near the top, along with any professional recognition.

## **HUMAN RESOURCES & LEGAL**

### HR Generalists & Business Partners

## HR Business Partner Resume

Ideally, the resume of a human resources business partner will highlight achievements using as many numbers, percentages and dollar amounts as possible. These would list tasks like development of the HR agenda, helping structure compensation and benefits packages,

developing policies, practices and strategies, managing and allocating HR funds, etc. Four areas of expertise, such as regulatory compliance and employee relations, should appear near the top, along with any professional awards or recognition.

### HR Management

## HR Manager Resume

The resume of a human resources manager should show up to four key areas of expertise near the top - HRIS implementation and legislative compliance, for example. In the same area, any awards or other industry recognition should be highlighted. Concise achievements using dollar amounts, numbers and percentages should be shown where possible in key areas like workforce planning and coordination, administration of employee services, oversight of recruitment processes, supervision of specialists and support staff, and more.

### HR Compensation & Benefits

## Compensation & Benefits Manager Resume

A compensation and benefits manager's resume should include a top section that showcases four key specialties, such as budget analysis and benefits management, along with any related company or industry awards. Achievements in areas like development of compensation packages, salary and labor market research, creation of compensation guidelines, analysis of job classifications, creation of organizational surveys, etc., should be concise and use percentages, dollar amounts and numbers wherever possible.

### HR Recruitment & Placement

## Talent Acquisition Manager Resume

Four key specialties, such as employment law and AAP/EEO reporting, for example, should appear high on the resume of a talent acquisition manager. Up to four awards or other industry recognition should also appear in this space. Numbers, dollar amounts and percentages should be used often in concise descriptions of achievements for tasks like the creation of talent acquisition strategies, employee needs assessments, talent retention strategies, candidate interviews and more.

### Legal & Regulatory

## Compliance Manager Resume

The resume of a compliance manager should use as many numbers, dollar amounts and percentages as possible in concise descriptions of achievements. Areas such as development

and implementation of policies and regulations, oversight of compliance-related business operations, design and monitoring of control systems, could be used. Four specialty areas - federal regulations and/or policy and procedure, for example, should be showcased near the top, along with any professional awards or other recognition.

#### Organization Development & Training

## Organizational Development & Training Manager Resume

Achievements should be concise and include numbers, percentages and even dollar amounts where possible. The resume of an organizational development and training manager should also show up to four specialty areas near the top - change management; operational infrastructure, for example, along with awards or other recognition. Achievements would include tasks such as needs assessments for training and staff development, incorporation of best practices into program plans, development of HR programs, etc.

### **MARKETING, MEDIA & DESIGN**

#### Brand Marketing & Management

## Brand Manager Resume

Four key specialties, such as Omnichannel Specialist, New Product Innovation, for example, should appear near the top of a brand manager resume. If available, four awards or other industry recognition should appear in this summary area. Bulleted achievements should include as many numbers, dollar amounts, or percentages as possible in short, descriptive lines. Achievement would include descriptions of planning and developing marketing projects, increased performance/awareness of/use of brands and more.

#### Communications & PR

## Senior Public Relations Manager Resume

The resume of a senior public relations manager should be made up of short, clearly written achievements that include numbers, dollar amounts and percentages where possible. Four key areas of expertise: Reputation Management, Crisis Management, for example, should appear in the top summary section, along with any industry awards or professional recognition, if available. Achievements would include successes in areas like speech writing, media relations projects, publicity drives, reputation management and more.

#### Marketing Research & Analysis



## Market Research Manager Resume

Achievements in the resume of a market research manager should be concise and include as many numbers, dollar amounts and percentages as possible. Up to four expert disciplines - Brand & Portfolio Analytics, Data Science, for example - should appear in the summary section near the top, as should industry awards or other professional recognition. Achievements should be in areas such as research and methodologies development, design of qualitative and quantitative research plans, data interpretation, actionable recommendations and more.

### Digital Marketing & Social Media

## Senior Digital Marketing Manager Resume

The resume of a senior digital marketing manager should highlight achievements in areas such as the planning of digital marketing campaigns (web, SEO/SEM, email, etc.), measuring and reporting performance, design and maintenance of social media presence and more. Descriptions should be short and include as many numbers, percentages and dollar amounts as possible. The summary section should include four disciplines such as Marketing Automation, Campaign Management, for example, along with industry awards or other recognition.

### Editorial & Content Management

## Managing Editor Resume

A managing editor's resume should include industry awards or other professional recognition, if available, in the summary at top, along with four key areas of expertise: CMS & Web Production, Content Strategy, for example. Achievements should be concise and use numbers, percentages and dollar amounts where available in areas such as generating story ideas, planning, assigning and editing content, commissioning stories/artwork, managing spend, overseeing production schedules and editorial calendars, and more.

### Media Production & Broadcasting

## Senior Broadcast Producer Resume

Overseeing the production of shows, promotions, or programming segments, managing live shows, scouting and selecting shooting locations, developing and designing show schedules, and more, are all highlights that should appear in the resume of a senior broadcast producer. Achievements should be concise and include numbers, percentages and dollar amounts where possible. The summary at top should include four key specialties: Live Broadcast, Demographic Analysis, for example, along with any industry awards or other professional recognition.

## Design & UX

### Digital Creative Director Resume

Highlights in a digital creative director's resume should include achievements such as developing/designing online campaigns, producing high level concepts, multi-digital platform campaign success, digital strategy development, creative and team leadership, and more. Achievements should be clear, short, and include numbers, percentages and dollar amounts where possible. The summary section should include four key disciplines - Brand Design, Social Media Management, for example, and any industry awards or recognition.

## **OPERATIONS & GENERAL MANAGEMENT**

### Administrative & Office

### Administrative Services Manager Resume

The resume of an administrative services manager should highlight up to four areas of expertise: Process Improvement, Research & Analysis, for example, near the top, along with any awards or other formal recognition. Numbers, percentages and dollar amounts should be used wherever possible in key achievements such as buying, storing and distributing supplies, overseeing clerical and administrative personnel, setting goals and deadlines across departments, developing and managing records and more.

### Environmental Health & Safety

### Environmental Health & Safety Manager Resume

An environmental health & safety manager should use as many numbers, percentages and dollar amounts as possible when describing achievements in areas like inspection and evaluation of the environment, equipment and processes inspection for compliance purposes, identification of potentially hazardous materials, sample collection/analysis and more. Four areas of expertise - Root Cause Analysis, Risk Management, for example, should appear near the top of the resume, along with any awards or other industry accolades.

### General Manager/Location Manager

### General Manager Resume

Numbers, percentages and dollar amounts should appear wherever possible in the resume of a general manager; particularly in key areas such as developing and implementing growth

strategies, creating and managing budgets, revenue increase, improving performance and productivity, identifying growth opportunities and more. Four key areas of expertise - Business Development, Revenue Generation, for example - should appear in the summary section at top, along with any professional awards or industry recognition.

#### Operations Management

## Operations Manager Resume

Up to four key specialties such as Strategic Planning and Lean Manufacturing should appear in the top summary section of an operations manager's resume. Numbers, dollar amounts and percentages should be key elements in achievements in areas like policy, planning and strategy, oversight of budget planning, reporting and auditing, monitoring of legal and regulatory compliance, working with senior stakeholders and more. Industry awards or any other form of formal recognition should also appear in the summary section.

#### Plant & Facilities Management

## Senior Facilities Manager Resume

A senior facilities manager should highlight up to four specialties - Engineering & Maintenance, Space Planning, for example - in the summary section of the resume, along with any formal industry recognition such as awards. Achievements should include as many numbers, percentages and dollar amounts as possible in areas such as oversight of services delivery, maintenance and other facility needs, team compliance with policies and directives, service contracts cost management and more.

#### Procurement

## Procurement Manager Resume

The resume of a procurement manager ideally showcases up to four key specialties in the summary section - Supplier Management, Strategic Sourcing, for example - along with any awards or other industry recognition. Achievements in areas like development of sourcing strategies, delivering suppliers and partners, vendor negotiation, approval of goods and services orders, finalization of purchase details, should include as many numbers, percentages and dollar amounts as possible.

#### Process Management

## Business Process Manager Resume

Four areas of expertise (Process Mapping, Change Management, for example), should appear in the summary section near the top of a business process manager's resume, along with any industry recognition, such as awards. Numbers, percentages and dollar amounts should be included wherever possible in describing achievements such as development and regulation of work procedures, management of networking strategies and computer systems, introduction of process methodologies, identification of risk and more.

### Quality Management

## Quality Control Manager Resume

Numbers, percentages and dollar amounts should appear whenever possible in a quality control manager's resume; particularly in key areas such as identification of manufacturing process improvement, devising and reviewing product/process specifications/procedures, staff training, supervision of inspectors, technicians and others, output inspection and more. Four key areas of expertise - Production Milestone Assurance, Prevention Strategy, for example - should appear near the top of the resume, along with any awards or other formal recognition.

### Supply Chain & Logistics

## Supply Chain Manager Resume

The resume of a supply chain manager should include numbers, percentages and dollar amounts where possible in key areas such as planning and implementation of strategy, identification of supply chain KPIs, identification of process improvements, identification of/solutions for process bottlenecks, cross-departmental collaboration and more. In the summary section at top, four specialties - Supply Chain Strategy, International Procurement, for example - should appear, along with awards or other industry recognition.

### Government & Military

## Lead Counterintelligence Analyst Resume

Four key areas of expertise - Critical Protected Information (CPI), Cyber CI, for example, should be highlighted in the summary section of a lead counterintelligence analyst's resume, along with any formal recognition received. Achievements in areas such as identification and assessment of information security threats, emerging technology threats, tactical analysis and operational advice/support for policymakers, collaboration with IC counterparts, should include as many numbers, percentages and dollar amounts as possible.

## **PROJECT & PROGRAM MANAGEMENT**

### Business Analysis

## **IT Business Analyst Resume**

An IT business analyst's resume should include four key specialties in the summary at top: Business Process Reporting, UML Modeling, for example, along with any awards or other professional recognition. Numbers, percentages and dollar amounts should appear as often as possible in key areas like enhancing the quality of IT products and services, gaining business insights from IT data, sourcing and implementing new technologies, identifying technological business solutions, technical systems design analysis and more.

### Business Project Management

## **Project Manager Resume**

Numbers, percentages and dollar amounts should be highlighted as often as possible in the achievements section of a project manager's resume; especially in key areas such as cost estimation, budget development, risk analysis, planning and defining scope, scalability, business partnering, activity planning, time estimations and more. Four key areas of expertise - Project Management Implementation, Contract Management, for example - should appear near the top, along with any awards or other industry recognition.

### Technical Project Management

## **Technical Project Manager Resume**

Four key specialties - Change Management, Critical Path Analysis, for example - should appear in the summary section near the top of a technical project manager's resume, along with any awards or other industry recognition. Achievements in areas like analyzing and developing project standards and requirements, assigning and overseeing tasks of technical personnel, defining deliverables, roles, responsibilities, and more, should include as many numbers, percentages and dollar amounts as possible.

### Program Management

## **Senior Technical Program Manager Resume**

The resume of a senior technical program manager should include as many numbers, percentages and dollar amounts as possible in areas like product/features development, leadership of hardware/software design teams, program progress oversight, technical solutions identification and more. The summary area at the top of the resume should include four key

specialties - SDLC Methodologies, Process Improvement, for example - along with any awards or other professional recognition received.

## **SALES & BUSINESS DEVELOPMENT**

### Account Management

## Senior Account Manager Resume

The resume of a senior account manager should include as many numbers, percentages and dollar amounts as possible in areas like client retention and relationship building, identifying leads and winning new clients, identifying business opportunities, proposing new tools and processes and more. Four areas of expertise: Campaign Strategy, Key Account Mgmt., for example, should appear in the summary section at the top, along with any awards or other professional recognition.

### Business Development

## Business Development Manager Resume

Four key specialties should appear in the summary area near the top of a business development manager's resume - Third Party Planning, New Business Development, for example - along with any awards or other professional recognition. Numbers, percentages and dollar amounts should be used wherever possible in key areas such as planning and overseeing marketing initiatives, identifying business opportunities, identifying and developing new markets, relationship building, increasing sales and more.

### Pharmaceutical/Medical Sales

## Territory Pharmaceutical Sales Manager Resume

A territory pharmaceutical sales manager's resume should highlight four areas of expertise - Sales Forecasting, Contract Negotiation, for example - near the top. Numbers, percentages and dollar amounts should be used whenever possible in areas like meeting and exceeding sales targets, training and overseeing teams, identifying and acquiring new pharmaceutical clients, monitoring competitor activity, assessing new opportunities and more. Any awards or other industry recognition should also be highlighted in the summary near the top of the resume.

## Sales

### Director, Sales Operations Resume

Numbers, percentages and dollar amounts should punctuate the achievements in a director of sales operations resume; particularly in key areas like coordination of forecasting and planning/budgetary processes, ensuring process consistency in planning, identification of sales process improvements, maximization of productivity, and more. Four key specialties - Strategy Development, Sales Funnel Optimization, for example, should appear in the summary near the top of the resume, along with any awards or other professional recognition.

## Sales Engineering

### Senior Sales Engineer Resume

The resume of a senior sales engineer should include four key specialties - Business Analytics, Data Management, for example - in the summary at the top of the resume. Achievements like collaboration in obtaining contractor quotes, presenting technical perspectives to clients, identifying solutions to unique end user issues, development of sales and marketing strategies, and more, should include as many numbers, percentages and dollar amounts as possible. Any awards or other industry recognition should also be included in the summary section.

## Sales Management & Operations

### Regional Sales Manager Resume

Up to four specialties - Business Development, CRM Expertise, for example - should be highlighted in the summary section near the top of a regional sales manager's resume, along with any industry awards or other recognition. Numbers, percentages and dollar amounts should be used wherever possible in areas such as regional sales HR objectives, regional sales operational goals, strategic planning, meeting and exceeding regional sales financial objectives, creation of sales plans, quotas and more.

## **SCIENCE & EDUCATION**

### Education Administration

#### **Director of Education Resume**

Four key specialties should appear in the summary section of the resume for a director of education: Curricula Development, Staff Development, for example. Any awards or professional recognition should also appear in the summary. Key areas such as educational oversight, design and implementation of educational programs, lectures and other materials, departmental management and more should include as many numbers, percentages and dollar amounts as possible.

### Life Sciences

#### **Senior Scientist Resume**

The resume of a senior scientist should include many numbers, percentages and dollar amounts; particularly in key areas such as, as an example, development of research projects, management and oversight of fellow scientists and others, data/information analysis, clinical trial undertakings and more. Four key specialties - Cell Biology & Culture, Immunology - for example, should appear near the top of the resume, along with any awards, industry recognition, peer-reviewed papers, patents awarded, etc.

### Other Sciences

#### **Clinical Director, Social Work Resume**

A clinical director in the field of social work should highlight up to four key specialty areas - Psychosocial Services, Behavioral Health, for example, in the summary at top. Numbers, percentages and dollar amounts should appear where possible for achievements in strategy creation, supervision, management and assignment of responsibilities, fund-raising, recruitment, agency or program oversight and more. Any awards or professional recognition should also appear in the summary section of the resume.

### Physical Sciences

#### **Senior Research Chemist Resume**

Numbers, percentages and even dollar amounts should appear as often as possible in the resume of a senior research chemist. These would highlight achievements in areas describing the carrying out of research projects, development of new products, oversight of technicians and others, preparation of solutions, compounds and reagents and more. Four key specialties -



Chemical Analysis, Method Development, for example, should appear in the summary at top, along with any awards, patents, or other industry recognition.

### Teaching

## Professor of Biological Sciences Resume

A resume for a professor of biological sciences should include any patents, awards, peer-reviewed papers, etc., in the summary section, along with up to four key specialties - Scientific Research, Program Review Management, for example. Achievements in areas such as teaching, information presentations, program and performance assessments, course management and oversight and more should include as many numbers, percentages and dollar amounts as possible.

### **TECHNOLOGY**

#### Business Intelligence & Analytics

## Senior Business Intelligence Manager Resume

Numbers, percentages and dollar amounts should be used extensively on the resume of a senior business intelligence manager. These would highlight achievements such as management of other BI managers, analysts and developers, leadership of strategic design, oversight of business intelligence applications and their maintenance, enhancement of business decision making and more. Four specialties - Market Analysis, Forecasting, for example - should appear near the top of the resume, along with any awards or other industry recognition.

#### Database Administration

## Senior Database Administrator Resume

The resume of a senior database administrator should include up to four key specialties in the summary section: Systems Analysis and Data Mining, for example, along with industry awards and other recognition. Numbers, percentages and dollar amounts should be used wherever possible when describing achievements in areas such as the delivery of database tuning, database security monitoring, creation of replicated architecture, escalation support, compliance and more. All relevant technical expertise - SQL Server, CRM, etc. - should be included.

#### Data Science & Machine Learning

## Data Science Manager Resume

Four key areas of expertise - Spacial Statistics, Mixed-Effects Models, for example - should appear in the summary section of a data science manager, along with any awards, patents, and other industry recognition. Numbers, percentages and dollar amounts should be used in as many descriptions as possible when detailing areas such as the delivery of strategic analytics solutions, insights to solve business problems, leveraging of analytics within transformation projects, maturity assessments, and more.

DevOps & site Reliability

## Senior Site Reliability Engineer Resume

The resume of a senior site reliability engineer should use as many numbers, percentages and dollar amounts as possible in descriptions covering areas such as latency, availability, performance, efficiency, monitoring, emergency response, change management, capacity planning and more. Technical expertise, computer languages, etc., should be listed at the bottom. Four key specialties - Infrastructure Design, Scripts Automation, for example - should appear near the top of the resume, along with any awards or other professional recognition.

Hardware Development

## Senior Hardware Design Engineer Resume

A senior hardware design engineer resume should describe achievements in areas such as the research, design, development and testing of computer systems and components, creation of schematics, analysis of test results and more. Numbers, percentages and dollar amounts should be included wherever possible. Four specialties - Schematic Capture, Analog & Digital Design, for example - should appear in the summary section at the top, along with any awards, patents, or other industry recognition, if available.

IT Consulting

## IT Management Consultant Resume

An IT management consultant's resume should include a list of computer languages, softwares, certifications, etc., in the keywords section at the end of the resume. The summary at top should include up to four specialties - Information Assurance, Risk Management, for example - along with any available awards, patents, or other professional recognition. Numbers, percentages, and dollar amounts should appear when describing achievements in areas such as strategic advice, management and collaboration, implementation support, training and more.

## IT Security

### IT Security & Governance Specialist Resume

Numbers, percentages and even dollar amounts should appear wherever possible on the resume of an IT security and governance specialist. These would describe achievements in areas like the tracking or developing of remediation plans, analysis, presentation and results of findings, implementation oversight, audit analysis and more. Any available awards, patents, or other recognition should appear in the summary section at top, along with four key specialties - IT & Cyber Incident Response, Computer Forensics & Investigation, for example.

## Quality Assurance

### Senior Quality Assurance Engineer Resume

Systems Analysis and Process Quality Improvement are two examples of up to four specialties that should appear in the summary section of a senior quality assurance engineer's resume, along with any awards, patents, or other industry recognition. The body of the resume should include as many numbers, percentages and dollar amounts as possible in key areas such as determining QA parameters, leading QA test procedure design, overseeing drafts, modification and troubleshooting, product specification analysis and more.

## Software Development

### Senior Software Developer Resume

The resume of a senior software developer should include as many numbers, percentages and dollar amounts as possible. These would appear in achievement descriptions: developing software solutions, determining operational feasibility, documenting and demonstrating solutions, preparation and installation and more. Four areas of expertise - Backend Development, Object Oriented Design, for example - should appear in the summary section at top, while key frameworks, methodologies, languages, etc., should be listed at the bottom.

## System & Network Administration

### Systems & Network Administrator Resume

Up to four awards, patents or other areas of professional recognition should appear in the summary section of a resume for a system and network administrator, if available, along with up to four key specialties - Cyber Security, Cloud Computing, for example. Achievements in areas like determination of system requirements, maintenance of computer and network system security, optimization of performance, assigning and updating of permissions and more, should include as many numbers, percentages and dollar amounts as possible.

## Systems Architecture & Engineering

### Senior System Architect & Engineer Resume

System Design & Implementation and DataCenter Design are two examples of four specialties that should appear in the summary of the senior system engineer resume. Awards, patents and other professional recognition should also appear here, if available. Numbers, percentages and dollar amounts should be used in areas like solution design, definition of subsystems, development of solution intent information models and more. Technical proficiencies, computer languages, certifications, etc., should be listed at the bottom.

## Technical Product Management

### Senior Technical Product Manager Resume

A senior technical product manager's resume should include as many numbers, percentages and dollar amounts as possible when describing achievements such as monitoring and analyzing market trends, developing ways to improve services and products, presenting product solutions, leadership and training in technical excellence and more. Four specialties - Lifecycle Management, Market Analysis, for example, should appear in the summary at top, along with any available awards, patents or other industry recognition.

## Technical Support

### IT Support Manager Resume

An IT support manager's resume should include four areas of expertise - CI/CD, Agile Development, for example - in the summary, along with any awards or other industry recognition, if available. The body of the resume should include as many numbers, percentages and dollar amounts as possible to describe achievements such as training and orientation coordination across equipment and networks, needs assessment, support and troubleshooting management, budget management, IT support staff oversight, and more.

## Technology Management

### Senior Technology Manager Resume

Numbers, percentages and dollar amounts should appear as often as possible in the resume of a senior technology manager. These would highlight achievements in areas like analysis, upgrade recommendations, oversight of installation and maintenance, network security assurance, cost/benefit assessments and reporting, and more. Four key specialties - Project

Management, Application Development, for example, should appear in the summary at top, along with awards, patents or other industry achievements.