**Resume template - executive**

[Name]

[Headline: 3-5 words that capture what and how you do your job]

**Example:** *Headline: Jane Smith | Global private equity and strategic business development*

[Email]

[Phone number]

Career biography

[A personal branding statement that includes your career highlights, achievements and how you provide value to employers]

**Example:** *A proven leader with extensive experience as a director developing successful growth strategies in private equity firms across APAC and the UK. Manages P&L on multimillion-dollar lines of business, also known for developing strategic business campaigns to win market share.*

**Awards**

* List awards and why you won them

**Career history**

[Title]

[Company]

[Start date-End date]

Short statement about the business and what you were hired to achieve.

* List key accomplishments and quantifiable achievements
* Lead with active verbs like ‘implemented’, ‘innovated’, ‘launched’, ‘grew’

[Title]

[Company]

[Start date-End date]

Short statement about the business and what you were hired to achieve.

[Title]

[Company]

[Start date-End date]

Short statement about the business and what you were hired to achieve.

**Education, certifications and professional affiliations**

[Start date–end date] [Institution name, qualifications acquired]

* Note subjects, specialisations, achievements, relevant extra-curricular activities