

Unlike the Internship and Entry-Level Professional Resume, the **Experienced Professional Resume** emphasizes experiences first and then education, and demonstrates a proven record of professional accomplishments. Only include experiences and activities related to the objective, specific position, and employer.

A **Summary of Qualifications** section is appropriate for experienced professionals. This type of resume may be several pages long, depending on the depth and breadth of professional, related experience.

For most professionals, the order and content of a resume are:

- **Objective** – When writing the resume for a specific job, include a brief statement identifying the job and employer. Otherwise, eliminate this section.
- **Summary of Qualifications** – Include three to six bullet statements that capture the salient qualifications offered to this employer and are further supported by evidence in the resume. This section provides an excellent introduction of the job applicant to the reader and must be tailored to the job and employer. For example, if the job is in health/fitness management, this section may emphasize health/fitness programming, facility management and equipment maintenance, training and supervision of staff, marketing and promotion, member retention, and budgeting skills. A resume for a job in communications may emphasize the years of experience in relevant media, knowledge of the latest technology, and involvement in professional organizations. Below are two examples that may be used by a professional in sales:
  - *Have consistently exceeded sales goals by an average of 8% over the past five years.*
  - *Designed a membership recruitment program that increased membership by 20% and revenue by 15% during the first three years.*
- **Professional Experience** – Arrange this section with the most recent experience first. Provide details and quantify when possible. For example, if the job included supervising employees, identify how many employees were supervised and their job titles such as personal trainers, group fitness instructors, or front desk staff. If the job included managing a budget, state the size of the budget.
- **Certifications** –Employers in specific fields expect credible certifications, and they are often required in the job description. When identifying certifications include the name of certifying agency, type of certification, date received, and whether it is current.
- **Professional Affiliations** – If the job applicant is actively involved with professional associations, this section precedes **Education**. If the job applicant is marginally involved or not involved, move this section down the page or eliminate it.
- **Education** – Start with the most recent graduate study or continuing education. Research in progress or completed is listed here. Although an excellent GPA may appear on a

resume, employers are much more concerned about professional experience rather than grades.

- **Internships / Related Experiences** – There is no need to provide a separate section about internships and pre-professional, related experiences. If the internship is still relevant, it may be briefly listed under **Education**.