

Name here (First name, middle initial, Last name)

Contact info – full address, phone (cell and/or home is fine), email

Examples of titles for top section – **Profile, Summary, Career Summary, Qualifications**

- Get the reader's attention, set yourself apart in this section.
- Use bullet style to list strong statements to summarize, quantify, and demonstrate your skills
- Use strong action words such as: proven ability to, strong background in... skilled in...motivated, professional, career, results, demonstrated, initiated, developed, established
- No more than 7 in any list or you will lose the reader's attention

Experience

List most recent first, list title, facility name, location and dates employed

To help the reader quickly grasp your current career situation, consider listing "statistics" about your employer such as budget, type of facility, number of holes, acreage, additional amenities you maintain such as pool or tennis courts, number of members if private, number of rounds if public, rankings of the course, major renovations, notable tournaments hosted.

Give the reader an understanding of your responsibilities by summarizing the functions you manage/perform and then use bullets to list achievements for your current/past employer.

- Achievement, results, tangibles are best such as grew membership X% or increased rounds X%, lowered maintenance budget by \$X while still maintaining top course conditioning...
- Achievements should include all facets of your professional skills – agronomics, golfer or member relations, technology, leadership team contributions, financial management, staff leadership and training...
- Achievement – again, no more than 7 listed to keep the reader's attention

List the rest of your past jobs in reverse order following your most recent above: less emphasis and space given to early career jobs. Don't feel constricted that you absolutely have to list all jobs in chronological order – be creative – figure out the best way to convey your strengths and the highlight you want them to notice. For example, if you were out of the golf industry during part of your career, you could title your experience section, "Golf Management Experience" to allow you to move the most relevant jobs to the front and list additional experience later in the resume, even if chronologically it was more recent.

Education

List full degree and any minors/emphasis, university, city and state

Professional Development

List training, seminars, and continuing education. Always list the sponsor such as GCSAA, Franklin Covey etc. to give the listings credibility (you may also choose to combine this section with memberships if the courses were affiliated with your membership organizations).

Memberships or Affiliations or Involvement

List all national, regional, and local affiliations. Be sure to list any leadership roles, committees, Boards of Directors roles.

Additional sections to consider:

Paper Presented / Honors / Awards / Seminars conducted...

Technology

Special Skills (such as languages etc)

***Note: for new graduates, put the Education section above experience until you have been in a career job for 3-5 years and you have experience and achievements to draw on for your experience section.

***Note: for individuals with extensive professional involvement and leadership (and typically several years of experience) move the Education section down since the leadership and professional development is more relevant and noteworthy once you are securely established in your career.