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RESUME TIPS

EDUCATION

- College – State, City
- Degree, Major – Year
- GPA (If above 3.0)
- Honors (If applicable)

CERTIFICATIONS/LICENSES

- Additional licenses, certifications, classes, and training plus the year acquired.

III. EXPERIENCE

- Dates, company name, what type of company and size (parent company, if applicable), city and state.
- Position title and dates for that position.
- Describe responsibilities in order of importance in present tense. Do not write in the first person. Include accomplishments, what you created, developed, implemented, eliminated, modified, managed, how many people you supervised, budgeting, hiring/firing responsibilities, and size of department.
- Quantify any changes you were responsible for (i.e., change in, saved \$, or increased %).
- List any previous position titles and dates with the same company. All previous position responsibilities should be presented in past tense. Do not go into as much detail for previous positions as you did in your current position.

NOTE: You only need to go back 10 years with job history. Make sure the dates are from beginning to end of service with that organization or location. If facility was acquired or merged, list old and new name at the beginning of your entry.

IV. MEMBERSHIPS/AFFILIATIONS/PRESENTATIONS/PUBLICATIONS

V. REFERENCES

- Note that references will be provided upon request.

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