



How to Write a Business Resume. A Comprehensive Business Resume Writing Guide

Main Requirements in Applying for a Business Job



When submitting any kind of resume, supporting documents should accompany it. The following are the important supporting documents that need to be submitted along with a resume.

- 1) **Cover Letter**- A cover letter is a document that provides additional information in terms of your skills and experience. Within this document, detailed information about why you are qualified for the job and your interest to the company is written.
- 2) **Reference List** – A reference list is a list of people or company that potential employers can contact to learn if the information that you have provided in your resume is true.
- 3) **Letters of Recommendation** – It is a letter that shows an assessment of an applicant’s qualities, characteristics and capabilities. It is usually used to recommend a person if he can perform certain tasks.
- 4) **Transcript** - It is also known as a Cumulative Record File or a permanent record. It is a copy of a student’s permanent academic record. It includes all courses taken, all received grades, and all conferred honors and degrees to a student.
- 5) **Portfolio** – It is a collection of writings and documents that is assembled to demonstrate that a person has the appropriate prior and experiential learning to earn a university credit.
- 6) **Certificate of Employment** – It is a certificate issued by the employer when the employment relationship is done. It is supplied at the employee’s request. It is important for the employee’s status in the labor market and for social security benefits.
- 7) **Certifications** – These are certifications for completing trainings and seminars on skills like computer and teaching skills.



A Road to a Perfect Business Resume



There are a lot of opportunities in the world of business but one must face fierce competition to be on the top. Competitions starts when you apply for a job. It is vital to have a superb business resume to rise above the rest. So, Learning how to write a business resume in a professional manner is a skill that one must master. The following are best practices to follow in creating a great business resume.

Research Potential Employers

Before creating a resume, making a list of potential employers to target is a good idea. Do some research on these employers to know what are the qualities they want for an employee. Make use of the information you have gathered to right fit your qualifications to the employer's needs.

Prepare a Good Cover Letter

When preparing for a job position, have a cover letter ready that mentions 3 to 4 qualifications listed in the job description. Be specific in terms of the things you can offer to the employer in relation to these qualifications.

Create Career Summaries and Objectives

Having a career summary is good for any kind of applicant but there are some exceptions. For example, if you have a few years of work experience or you often change jobs, a sentence or two of objective statement would be better. The objective statement to be used must target the industry that you want to enter. If you do choose to include a career summary, make sure to create one that will picture your abilities and skills that you can offer. A good career summary is usually 3 to 5 sentences long in a block format paragraph.

Customizing is Key

A great tip in how to write a business resume that can catch an employer's eye is to customize it. Try to look at your resume from the employer's perspective. If you have

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done good research on the employer, you will know what will move him or her to contact you for an interview. Customize your qualities in a manner, which the employer can see right away what they are looking for.

Be Detailed

Paying attention to details is another good advice on how to write a business resume. Try to think about your past experiences and also your background. Try to remember important skills and knowledge that you have learned in business school and include them on your qualifications for the job you want. Highlight important skills and related achievements.

Trainings and Accomplishments

Include all the trainings that you have completed and seminars that you have attended. Make sure that these are backed up with certificates. Also, list down all accomplishments you have garnered from your previous jobs.

Make it Professional

For your resume to be treated as a professional document, you need to create it as professional as possible. You need to make sure that everything is neat. Use white paper with dark and crisp prints. Use 1-inch margins. Correct grammar is very important. Make sure that you proofread your resume before sending it to potential employers. If you have 5 years of working experience or more, a 2-page resume is best for it.





Business Resume Structure

Here is a common business resume template. These are the portions of resume that are very vital for your application.

- **Header.** This portion includes your name, your current mailing address, phone number, and your e-mail address you frequently use.
- **Education.** A list of your education. Include the name of your school, major, minor, and graduation year. Include your GPA.
- **Experience.** Include relevant experience like jobs, internships, volunteer work and coursework.
- **Activities.** This is the part where you list down extracurricular activities that may be helpful in your job application. Possible entries are sports, school involvements and volunteer experience. Include accomplishments and responsibilities in these activities.
- **Skills.** List of skill that you have. Highlight the ones that you think is essential for the position you want to have.

Below you will find common business resume structure and business resume sample.

Address | Phone | Email

John Doe

OBJECTIVE: Seeking an entry level position in Information Technology as a technician in time and transfer full time to an IT field to obtain and advance my career.

QUALIFICATIONS:

- Extensive knowledge and experience in the customer service field
- Ability to listen to and address customer needs in a calm, professional, and timely manner
- Have supported the IT needs for many firms, including Hewlett Packard, Liberty Mutual, and Home Depot
- Strong desire to learn the newest technology and systems, particularly networks and security
- Staying current in hardware and software trends through magazine subscriptions (Maximum PC and Wired)

EXPERIENCE:

Oct. 2011 - Sept. 2012 XXX, 000 **Computer Specialist**

- On-Call, on-call technician, 24/7
- Deployed systems and software for clients, directly interfacing with the end users
- Migrated Windows 2000 & XP systems to Windows Vista. While restoring original data and configurations
- Configured small LANs, for machines, and networked printer/copier stations
- Configured POS devices and installed rack mounting systems

April 2010 - September 2011 XXX, 000 **Analyst&Computer Technician**

- Custom built computer equipment to support the business's unique needs, particularly environmental
- Configured and administered LAN equipment, including firewall, router, DHCP server, & access points
- Designed the business's first website
- Trained employees on the system use, including business applications, such as Quickbooks
- Operated retail store front, conducting sales and providing customer support to walk-in customers and wholesalers
- Provided purchasing support, directly interfacing with vendors
- Operated flat beds and delivery trucks (including actual delivery and manual loading & unloading)

EDUCATION:

1999-2000 University 1
1999 University 2

Objective or Executive Summary

Header: name, position, contact details

Qualifications: your best skills

Experience: list of former positions and employers with brief description of your accomplishments

Education: names of universities you graduated from



YOUR NAME HERE, POSITION

11 Some St. ■ Somewhere, MD 11111 ■ Phone: 555-555-5555 ■ Email: email@somedomain.com

Career Goal: Accounting Manager / Sr. Accountant / Financial Analyst

Licensed CPA with five years of experience: Developing and implementing financial systems, strategies, processes and controls that significantly improve P&L scenarios. Expert in establishing accounting functions, systems and best practices; cost-reduction, automation and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance. Computer skills include proficiency in Excel, Peachtree, QuickBooks and MS Office.

Education

Certified Public Accountant, State of California, 5/2012, License No. 12345

UNIVERSITY OF CALIFORNIA, CA

Master of Science in Accounting and Financial Management (*in progress*), degree expected 12/2013

Bachelor of Science in Accounting, 5/2009

- Volunteerism: Hunger Clean Up (planning team) ... National Alliance to End Homelessness (fundraising drive volunteer) ... American Red Cross (blood bank volunteer)

Experience

SOME COMPANY 1 — California | 6/2010 to Present

Senior Accountant, 3/2010 to Present

Staff Accountant, 6/2009 to 3/2010

Promoted to senior accountant position to direct accounting functions for a growing telecommunications company. Supervise three accountants and oversee financial analysis, financial audits, G/L, A/R, A/P and fixed-asset accounting in accordance with GAAP standards. Develop and manage external financial relationships (e.g., banks, insurers, auditors) and constantly look for ways to strengthen overall financial performance. **Key results:**

- Built a finely tuned accounting department, fostering a collaborative environment that improved productivity, individual accountability and team morale.
- Revamped G/L, financial systems, reports and schedules to improve forecast precision and standardize reporting procedures.
- Negotiated below-market lease on prime office space that included \$100K in facility improvements embedded into agreement.
- Completed comprehensive valuation analysis and credit review of acquisition target, and played a key role in the due diligence effort that was crucial to successful merger.
- Uncovered \$125K in accounting overpayments during a six-month period and delivered a 20% expense reduction through analytical studies of business performance.

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Business Resume Formats

The following are 3 ways on how to write a business resume.

Chronological Resume Format

This resume format is commonly used by students in college. Basically, the accomplishments are listed chronologically and usually contains an objective and/or summary statement. This is a common format and employers tend to prefer reading resumes in this format. This format is best for highlighting your assets and experiences. This type of resume format is good for people who have strong and solid work history. If a worker's working history is consistent and stable without any career changes, he or she can take advantage of this business resume format. On the other hand, it can expose weaknesses of people who have big gaps in between jobs and for those who often shift between different industries.

- 1) Start with your most recent position when listing your experiences.
- 2) Write the name of the company, its location and the dates you have worked there.
- 3) Write the title of your position. Include 2 to 3 sentences that describe that position. Think about your contributions in your previous job. Make sure to highlight how your role was significant to your previous company. The use of bullets is a good idea because it will make your contributions easy to read.

READ MORE ABOUT [CHRONOLOGICAL RESUME FORMAT](#)

Functional Resume Format

A functional resume highlights your abilities such as managing, coaching or assessing rather than setting your work experience chronologically. Generally, at the end of your resume, your work summary is still summarized. The beauty of this is that by the time the reader reached the part where gaps and industry shifting is visible, he or she may have already considered an interview with you.

Functional resumes are good for people who have gaps in their working experiences. It is also good for people who are reentering the workforce. If a person often changes his or her job, a functional resume will highlight the skills that person has instead the jobs he or she had. If you are looking for a career change, this format is also good for your resume because it highlights skills that may apply to any field of work. The reason why the functional format works in these situations is that people often attain skills that can be transferred to different kind of industries. A good example is that a restaurant



manager can have responsibilities of hiring, training, coaching, evaluating and handling issues with employee relations. These skills can be used in any other managerial jobs.

READ MORE ABOUT [FUNCTIONAL RESUME FORMAT](#)

Combination Business Resume Format

The combination resume incorporates the best of the chronological and functional formats. It is also known as a hybrid resume format. Basically, it starts with a description of functional skills and qualifications that are significant for the job opening. It is then followed by a reverse-chronological history of employment. This format gives you the ability to highlight your relevant qualifications right at the start and, at the same time, gives a timeline of employment that most potential employers like to see in a resume. One disadvantage of this kind of resume is that gaps in between jobs and also job hopping are still visible.

Many applicants can benefit from using a combination format for their resume. The presence of a career summary can pinpoint the applicant's top qualifications and credentials so employers can see right away that they are right for the position. Students, new graduates and entry-level job seekers should definitely use this format. This format is also suitable for workers with a steady and consistent employment history. Those with career changes that are not too radical can also utilize this kind of resume format.

READ MORE ABOUT [COMBINATION RESUME FORMAT](#)

Use Action Words

When writing a resume, try to use words that can make it convincing and exciting. Here are some great action words that you can make use of:

adjusted	economized	reported	computed	maintained	sourced
administered	eliminated	researched	conciliated	managed	specified
allocated	exceeded	reshaped	cut	marketed	supplemented
analyzed	financed	retailed	decreased	merchandised	systematized
appraised	forecast	returned	developed	planned	tested
audited	funded	saved	disbursed	projected	tripled
balanced	gained	shopped	dispensed	purchased	underwrote
bought	generated	secured	distributed	quadrupled	upgraded
budgeted	increased	sold	doubled	reconciled	upsized
calculated	invested	solicited	downsized	reduced	vended

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Business Resume Do's and Dont's

Here are some simple DOs and DON'Ts that can help you avoid many of the more common mistakes associated with a poor business resume:



DO'S

- Make an easy to read resume. It is a summary and not a biography.
- Keep the whole resume short. Depending on your work experience, a page or two would do. A third page is only used when necessary.
- Stress your past accomplishments and skills to get better results. Be specific on this.
- Focus on information that is relevant to the position you are aiming. Also highlight transferable skills from a different career.
- Neatness is very important. How your resume appears tells a lot about your personality.



DON'TS

- Do not enclose a photograph of yourself. There can be a chance that you have a resemblance to a person that the potential employer might not like. This could spell trouble to your application.
- Don't include personal references. Employers are only interested with references if they are considering applicants for interviews. At that time, they will ask for references.
- Avoid using odd shaped paper or those with loud colors. Good quality white paper is safe.
- Your previous salary or the reason you left your previous job should not be included. Lawsuits, sexual harassment issues and other related issues should also be not included.
- Do not include information that are not relevant to the position you want to get.
- Do not expect that you can get hired instantly with your resume. It can help you but you need to speak for yourself too.



Resume Checklist



The following resume checklist includes the information you need to include on your resume. Use the checklist to make sure you have included all relevant information in your resume.

- **Contact Information**

First Last Name
Street Address
City, State, Zip
Phone (Cell/Home)
Email Address

- **Experience**

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

- **Education**

In the education section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

- **Skills**

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

- **Professional Memberships**

Business Resume Samples

Below you will find some great samples from Resume Writing Service. You may check more resume samples at <http://www.resumewritingservice.biz/resume-and-cv-samples/>

Few popular samples that you may like:

- [Business Executive Resume Sample](#)
- [Sales and Marketing Manager Resume Sample](#)
- [Business Consultant Resume Sample](#)
- [Management Consultant Resume Sample](#)

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THOMAS UPJOHN

34 Rode Road, Salisbury QLD 4000

0444-444-321

thomase@hotmail.com

**Skilled in market research, cold calling,
relationship building and presentation skills to ensure closure.**

Dedicated, top performing Sales Professional focused on exceeding targets and growing strong territory and client relationships. Presents with management and operations expertise and proven ability to drive market penetration through effective analysis, business planning and presentation skills.

Professional Experience

Oceanic PTY LTD, Brisbane QLD

Managing Director / Sales Manager, 2006 - Present

- Spearheaded sales and marketing to achieve \$850,000 annual revenue.

Top Dog Fashion Agencies, Brisbane QLD

Sales Representative, 2003 - 2006

- Secured \$205,000 order within one week of cold call.

AJ Cruise and Associates, Brisbane QLD

Sales Representative, 2001 - 2003

- Regularly captured \$500,000 sales revenue per annum.

Fraser Coast Fashion Agency, Brisbane QLD

Sales Manager, 2001 - 2003

- Directed 4 representatives selling to boutiques across northern NSW and northern Queensland.

Interests, Activities and Membership

- Body surfing, horse racing, extensive sporting interests at top level, Excellent for establishing rapport.
- Queensland Turf Club Member – 1994 to Current

Character References

Mr Jones Managing Director Jones Pty Ltd Ph: (07) 3333 1111	Ms Smith Managing Director Smith Fashions Ph: (07) 3333 1111	Mr Lennon Managing Director Lennon's Fashions Ph: (02) 2222 1111
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DIGITAL MARKETING EXECUTIVE

Online Display and Video | Social Media | Automotive Vertical | Management

PROFILE

HIGHLY QUALIFIED DIGITAL MARKETING EXECUTIVE -extensive experience in Display, Pre-Roll Video, Mobile, Social Media and Original Programming as both an agency client and a media vendor

STRATEGIC LEADER - demonstrates entrepreneurial and management skills to oversee operations, handle key account negotiations and provide exceptional recruiting, team coaching, and goal setting

EFFECTIVE COMMUNICATOR - featured Speaker & Panellist at numerous conferences including the 16th Annual DMAD Conference in Detroit, MI: DMAD 2012 as well as the JD Power Automotive Internet Roundtable in Las Vegas, NV: JD Power IRT 2011

RESULTS ORIENTED PROFESSIONAL - executes effective digital media campaigns with measurable results

PROFESSIONAL EXPERIENCE

SpecificMedia & myspace | Irvine, CA

2009-Present

SpecificMedia & myspace Brands | North America, Royal Oak, MI/Tampa, FL

2009-2012

Head of Automotive

- Lead client & agency interactions in North America (US & Canada) for Specific Media's Digital Media Platform, including the recently acquired social media pioneer, myspace
- Developed advertising products and measured methodology to support our clients Display, Video, Mobile, Original Programming and Social Media Campaigns
- Responsible for over \$58 Million in advertising revenue, including over \$10 Million in Online Video revenue, over a 230% increase from 2010
- Partnered with multiple media service providers and agencies to launch User-Based Targeting via Nielsen and Polk as well as Dynamic Video Insertion for local offer messaging

Ford Motor Company | Detroit, Michigan

1995-2009

Ford & Lincoln Mercury Brand, US Marketing Operations | Dearborn, MI

2007-2009

National Digital Marketing Manager

- Responsible for directing Ford's AOR (Agency of Record - Team Detroit/WPP) and executed the National digital marketing strategy for Search, Display, Social and Mobile
- Controlled an advertising budget of over \$70M
- Travelled extensively to insure clear communications and close integration with personnel and dealers represented in 62 US markets

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- Led Ford Motor company's Ford and Lincoln Mercury Brands Lead Management and Retail Digital Marketing efforts in the United States, including Website, email and CRM integration increasing lead acquisition by over 20% in 2008
- Deployed a strategy to make digital marketing an integrated component of every Ford Advertising plan, and grew the Tier II digital media spend from .5% of Media budgets in 2006 to more than 8.5%, or a total of more than \$70M for 2008

Ford & Lincoln Mercury Division, NE Market Operations | Mahwah, NJ
2005-2007

Regional Marketing Manager

- Tasked with directing Ford and Lincoln Mercury Marketing efforts in the Northeast, Ford Motor Company's highest volume Sales region as well as the most expensive media market in the United States
- Designed the platform and strategy that became Ford Motor Company's model for deploying Digital Marketing Nationally, in Tier 2 advertising
- Worked closely with ad agency representatives and dealer groups to leverage Digital Media
- First Marketing Manager to integrate digital marketing planning into the communication plans for our dealer advertising funds
- Established digital marketing budgets primarily focused on SEM, with each of the advertising groups and their agencies

Ford Division, New York Region | Mahwah, NJ
2003-2005

District Manager

- Directed regional sales force within the Region's largest of four Districts; District representing 40% of the Region's volume, 55 dealerships, and staffed with four of the Division's "highest potential" Zone Managers
- Reported directly to the Regional Manager for the Nation's largest Region and most competitive/complex marketplace
- Achieved 4% year over year revenue growth
- Developed target vehicle strategy and stabilized YOY sales in fiscal year 2004 to accomplish 112% of revenue budget and 132% of operating profit budget
- Drove team synergy, strategy, and concentration on larger opportunities
- During a fall '05 restructure, led the integration of Boston as well as the Lincoln-Mercury Region's wholesale operations
- Regional E-Business Champion, since 2003, improved Regional Internet performance from last rank to second rank nationally

EDUCATION & TRAINING

B.B.A., Marketing/Finance | Emory University, Gozuieta School of Business | Atlanta, GA | 1991

Six Sigma Green Belt and Corporate Champion | Ford Motor Company | 1998

Miller Heiman **Strategic Sales** Training

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“The secret of success is to know something nobody else knows.”
Aristotle



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