

# Senior Executive Resume Template

**Wendy Enelow, Louise Kursmark**

Top Notch Executive Resumes Katharine Hansen, 2008-07-15 Branded resumes that illuminate the candidate's unique value proposition and ROI are a must in today's quest for the executive suite. Top Notch Executive Resumes not only explains how to integrate branding into career-marketing communication, but also how to craft resumes that address your fit with the organization's mission and meet an employer's specific business needs. Hansen instructs high-level professionals in framing past accomplishments so that the employer can visualize the executive's strategic vision and industry insights, as well as what he or she can contribute. Highlights of the book include: A huge collection of resume samples in cutting-edge formats, organized by profession for easy navigability. Examples of a wide variety of complementary documents—including leadership profiles and executive bios—that top-level professionals need to round out their executive portfolios. Special additional features, including the preferences and peeves of hiring decision-makers, guidelines for working with recruiters, frequently asked questions, and case studies detailing complete job-search marketing campaigns. Let Top Notch Executive Resumes get you into that corner office!

**Top Secret Executive Resumes** Steven Provenzano, 2018-01-02 Newly revised and updated for 2018, this is the only book of its kind to include documented results on more than 100 pages of resume examples, as well as a free resume analysis by the author. Steven Provenzano, Certified Professional Resume Writer (CPRW) and Certified Employment Interview Professional (CEIP), has written more than 5,000 resumes in his 20-year career as writer, career coach and corporate recruiter. He is President of ECS: Executive Career Services & DTP, Inc., a career consulting firm in the Chicagoland area. This practical, no-nonsense book shows readers how to identify and market their top leadership skills with a new, high-impact Profile section, and how to leverage their talents and their brand on LinkedIn. Includes a before/after chapter, a military conversion resume, job search books and resources, motivational articles by various experts, the most popular websites for executive job seekers, and sections on effective resume use, networking and interviewing. Mr. Provenzano reveals the secrets of Certified Resume Writers, and the latest job-winning techniques for executives. He includes support materials designed specifically for executives, including follow-up letters, salary histories and reference sheets. This is the must-have guide to expand your career horizons. You may send your resume direct to the author for a free resume review, with or without book purchase to: [Careers1@Execareers.com](mailto:Careers1@Execareers.com)

Top Secret Executive Resumes Steven Provenzano,2012 Previous ed.: Franklin Lakes, N.J.: Career, 2000.

**Top Secret Executive Resumes, Updated Third Edition** Steven Provenzano CPRW / CEIP,2021-03-03 Newly revised and updated, this is the industry standard for executives and professionals in all major industries, and includes a free resume review by the author. Steven Provenzano is President of ECS: Executive Career Services and DTP, Inc. ECS is a team of certified experts specializing in career marketing at all income levels. Mr. Provenzano is the author of ten highly successful career books including *Top Secret Resumes & Cover Letters, 4th Ed.*, the Complete Career Marketing guide for all job seekers. He is a CPRW, Certified Professional Resume Writer, a CEIP, Certified Employment Interview Professional, and has written or edited more than 5000 resumes for staff, managers and executives at all income levels during his 20 years in career marketing and corporate recruiting. His team is so highly regarded, they were selected to write more than 1500 resumes for all of SAP America's domestic consultants. Steven has appeared numerous times on CNBC, CNN, WGN, NBC/ABC in Chicago, in the Wall Street Journal, Chicago Tribune, Crain's, the Daily Herald, and on numerous radio programs. His work is endorsed by Chicago Tribune career columnist Lindsey Novak, as well as top executives from the Fortune 500, including Motorola, Coca-Cola and other firms. You may email your resume direct to the author for a free review, to the email provided on the back cover.

*Ask a Manager* Alison Green,2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The*

Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

[How to Write a Stellar Executive Resume](#) Brenda Bernstein, 2018-01-02 How to Write a Stellar Executive Resume is a step-by-step guide that empowers readers to create an effective and stand out from the crowd as a top candidate for an executive position. Brenda Bernstein, a Certified Executive Resume Master and author of the #1 Bestseller *How to Write a Killer LinkedIn Profile*, shares the tips and tricks she’s learned from more than two decades of helping job seekers get connected with the right position. Readers will discover:

- The importance of knowing the target audience and how to best connect with them
- Key social media tips for spreading the word about their skills and experiences
- Why good ol’ cover letters are important, and how to use them effectively
- Power verbs to use, and words to avoid
- Samples of successful resumes

For many executives conducting a job search, it may have been quite a while since they were last “looking.” It’s easier than ever to apply for a job – and as a result, there’s a lot of competition for a limited number of openings. There’s a lot to learn about the recruiting world we live in, and the best ways to use the tools at our disposal. This book provides practical, proven, up-to-date best practices for creating an effective executive resume that gets results.

**Encyclopedia of Job Winning Resumes, Third Edition** Myra Fournier, Jeff Spin, 2006-07-15 *Encyclopedia of Job-Winning Resumes, Third Edition*, is the most helpful and comprehensive resume book you can buy. It includes more than 400 success-proven resume examples that teach you how to personalize your resume according to your own unique career situation. The 17 chapters contain resumes that cover all major industries, span every job level from entry-level to CEO, and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation. The first chapter, *The Essentials of Writing Your Resume*, is as informative as it is brief. It includes expert advice about what information to include in your resume, what to omit, what to emphasize, and what to tone down. For a quick start, it's specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible. The second chapter, devoted to creating hard-hitting cover letters, includes 40 examples that cover a wide variety of typical career situations. And for those not-so-typical career situations, the next chapter includes 30 resumes that cover difficult circumstances such as frequent job changes, gaps in employment, layoff, lack of experience, weak education, and many more. For students, there's also a chapter containing 40 resumes to help new graduates enter the work force more quickly and easily. There are helpful hints located beneath each resume, showing you the right way to quickly create a job-winning resume that will get attention and win you an interview. The last chapter includes a Recommended Reading list and a Recommended Web Site list. Whatever your age, industry, career, level of experience or education, you'll find the resume template you need! In 1980, Myra Fournier and Jeff Spin founded A Lasting Impression, a highly successful resume writing and career development firm located in the Greater Boston area. In 1990, they jointly developed ResumExpert, a top-rated

and best-selling resume-writing software for the Macintosh computer.

*The Executive Resume Book* Loretta D. Foxman, 1989-04-04 Loretta Foxman's *The Executive Résumé Book* details comprehensive and precise strategies for the most effective résumé. It will be of significant value in helping unlock interview doors for the position-seeking executive. —Robert K. Wilmouth, President & CEO, National Futures Association In this day of mergers, acquisitions, leveraged buy-outs, and takeovers, it is becoming essential for executives to rewrite their résumés. This book will help considerably in that process. —Robert Lo Presto, Managing Vice President, Korn Ferry International I review over 200 executive résumés each week, and I wish they were all written to the standards presented in *The Executive Résumé Book*. It is right on target, easy to read, but not simplistic. The most practical, direct book on the subject I've seen, and I highly recommend it. —Dennis C. O'Neel, Vice President, Houze, Shourds & Montgomery, Inc. ... should be most helpful in assisting both executives who are making a job change and those counseling them. —Timothy Burns, Senior Vice President, Human Resources, Citicorp Savings of Illinois ... *The Executive Résumé Book*, in a crisp and entertaining manner, provides fresh and revealing insights into what it takes to prepare a snappy, to-the-point, best-selling résumé. —Ted Saltzberg, Senior Vice President, Motorola, Inc. ... tells how to craft a résumé not merely as a historical condensation but as a surgically sharp job-changing instrument transmitting objectives and capabilities: an interview bell ringer. —James H. Kennedy, Publisher, *The Directory of Executive Recruiters* ... well written and right on target. Points out just what has to be done to get that foot in the door—with format and suggestions that make it worthwhile and fast reading. —J. Tom Kenny, Vice President, Billington, Fox & Ellis, Inc.

**The 6-Figure Resume** Lisa Rangel, 2021-09 Get chosen by the right hiring managers with an interview-generating resume that's perfectly crafted for your dream job. Competition for the best jobs has never been more fierce with recruiters and hiring managers receiving hundreds of resumes for each position. If you want your resume to rise to the top of the virtual pile, it must sell you as the perfect candidate to choose for an interview. A well-crafted resume showcases everything a recruiter or hiring manager is looking for AND hits all the spots for Applicant Tracking Systems. In short, it appeals to both humans and machines. In this book, Cornell University graduate and recruiting veteran Lisa Rangel walks you through everything you need to know to craft a resume that'll get you chosen, including: The 4 crucial keys to writing an irresistible executive summary-fast How to optimize your executive resume with keywords-so it puts you in front of companies looking for someone exactly like you The easy way to format your resume for Applicant Tracking Systems (so you slide seamlessly past the computers and right into their inbox) The 12 most common resume myths that keep job hunters stuck on the job search hamster wheel, unable to land their ideal position How to get ahead of the game by creating a flexible document that serves you whether you're job hunting right now or simply preparing for a change Don't rely on tired, outdated resume templates that won't give you the results you want. And stop struggling to write your resume alone. Before you start sending

your resume out there, run it through this book. Give yourself the best possible chance of success-and start getting interviewed for jobs you'll love.

**Blue Collar Resumes-Third Edition** Steven Provenzano, CPRW/CEIP,2017-08-10 Blue Collar Resumes, Third Edition will help you discover, organize, and market your skills and abilities to employers with impact and clarity. Using real-life examples and the latest strategies used by expert resume writers, Steven Provenzano, CPRW/CEIP, clearly explains how to sift through your work history, extract and develop key points about your talents, and sell them to win interviews. You'll learn to evaluate your work experience, education and skills, and translate them into powerful selling points. You will also learn new, effective methods to format and organize your achievements, design the finished resume, and leverage new techniques for making job contacts and acing the interview. The 100+ resume examples in Blue Collar Resumes, Third Edition, reflect a broad spectrum of industries, careers, and job descriptions. These include skilled trade and factory workers, assemblers and construction workers, supervisors, executive secretaries, sales and customer service representatives, data entry clerks, and clerical positions. There's even resume samples for pilots, drivers and equipment operators, technical and medical workers, as well as entry-level business and administrative positions, and veterans returning to the workforce. No matter what your or type of work this guide will help you shorten your job search and increase your income!

**Top Notch Executive Resumes** Katharine Hansen,2008

*Brilliant Employability Skills* Frances Trought,2017-03-27

**Expert Résumés for Managers and Executives** Wendy S. Enelow,Louise Kursmark,2007 This collection of resumes is aimed at people at all levels of management, from front-line supervisors to top-level executives. In addition to hundreds of pages of sample resumes, the authors present sound resume writing advice, including how to create and use an electronic resume. The appendix includes Internet resources for an effective online job search. New for the second edition is a section of cover letter samples and writing advice.

*Lose the Resume, Land the Job* Gary Burnison,2018-02-13 'Lose the Résumé' breaks down every aspect of job hunting, explaining what matters and what doesn't. - The New York Times Book Review Lose the resume and land that coveted job Gone are the days of polishing up your resume and sending it out at random. At every level today, you need to "lose the resume" in order to land the right job. In other words, you have to learn to tell a story about yourself that speaks to your competencies, purpose, passion, and values. Lose the Resume, Land the Job shares the new rules of engagement: How you must think, act, and present yourself so you can win. Based on inner exploration drawn from the IP of the world's largest executive recruiting firm, the book gleans insights and stories (the good, the bad, and sometimes the ugly) from Korn Ferry recruiters across the globe who work with thousands of candidates each day. It helps you gain a deeper perspective on who you are, what you're passionate about, the cultures in which you fit, the kind of bosses you should work for, and where you

can bring the most value to organizations. • Includes assessments, questionnaires, and other tools • Candid advice for young professionals through middle managers • Offers trusted guidance from the same firm that has shown 8 million executives how to achieve their career goals, and that puts a professional in new job every three minutes • Helps you build a plan for the future so you can contribute more to the next employer Getting a job and, more importantly, building a career has never been more complex. Lose the Resume, Land the Job helps you score the positions that align with your passion and match your attributes — and that will put you on a trajectory toward bigger and better things.

*Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition* Steven Provenzano, 2021-03-25 Newly revised and updated, this is the industry standard for executives and professionals in all major industries, and includes a free resume review by the author. Steven Provenzano is President of ECS: Executive Career Services and DTP, Inc. ECS is a team of certified experts specializing in career marketing at all income levels. Mr. Provenzano is the author of ten highly successful career books including *Top Secret Resumes & Cover Letters, 4th Ed.*, the *Complete Career Marketing* guide for all job seekers. He is a CPRW, Certified Professional Resume Writer, a CEIP, Certified Employment Interview Professional, and has written or edited more than 5000 resumes for staff, managers and executives at all income levels during his 20 years in career marketing and corporate recruiting. His team is so highly regarded, they were selected to write more than 1500 resumes for all of SAP America's domestic consultants. Steven has appeared numerous times on CNBC, CNN, WGN, NBC/ABC in Chicago, in the Wall Street Journal, Chicago Tribune, Crain's, the Daily Herald, and on numerous radio programs. His work is endorsed by Chicago Tribune career columnist Lindsey Novak, as well as top executives from the Fortune 500, including Motorola, Coca-Cola and other firms. You may email your resume direct to the author for a free review, to the email provided on the back cover.

**HBR's 10 Must Reads on Leadership, Vol. 2 (with bonus article "The Focused Leader" By Daniel Goleman)**

Harvard Business Review, Daniel Goleman, Michael D. Watkins, Herminia Ibarra, Michael E. Porter, 2020-03-24 Stay on top of your leadership game. Leadership isn't something you're born with or gifted as a reward for an abundance of charisma; true leadership stems from core skills that can be learned. Get more of the leadership ideas you want, from the authors you trust, with HBR's 10 Must Reads on Leadership (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you maximize your own and your organization's performance. With insights from leading experts including Michael D. Watkins, Herminia Ibarra, and Michael E. Porter, this book will inspire you to: Identify areas for personal growth Build trust with and among your employees Develop a more dynamic and sophisticated communication style Try out different leadership styles and behaviors to find the right approach for you--and your organization Transform yourself from a problem solver to an agenda setter Harness the power of connections Become an adaptive and strategic leader This collection of articles includes *Leadership Is a Conversation*, by Boris Groysberg and

Michael Slind; *How Managers Become Leaders: The Seven Seismic Shifts of Perspective and Responsibility*, by Michael D. Watkins; *Strategic Leadership: The Essential Skills*, by Paul J.H. Schoemaker, Steve Krupp, and Samantha Howland; *The Authenticity Paradox*, by Herminia Ibarra; *'Both/And' Leadership*, by Wendy K. Smith, Marianne W. Lewis, and Michael L. Tushman; *Are You a Collaborative Leader?* by Herminia Ibarra and Morten T. Hansen; *Cross-Silo Leadership*, by Tiziana Casciaro, Amy C. Edmondson, and Sujin Jang; *How CEOs Manage Time*, by Michael E. Porter and Nitin Nohria; *The Best Leaders Are Great Teachers*, by Sydney Finkelstein; *Nimble Leadership*, by Deborah Ancona, Elaine Backman, and Kate Isaacs; and *The Focused Leader*, by Daniel Goleman.

*Modernize Your Executive Job Search* Wendy Enelow, Louise Kursmark, 2019-01-15 Based on today's real-world job search trends, *Modernize Your Resume* shows you how to craft a winning resume to meet the complexities of today's highly competitive and technologically driven employment market. The entire job search process is evolving at a remarkably rapid pace, and your resume is at the foundation of it all. In this book, you'll learn to: Write tight, lean, clean, and laser-focused content to keep your reader engaged. Focus on information that is relevant and integrate keywords that are vital to being found online. Create a distinctive design to make your resume stand out and capture attention. Getting noticed is step #1, so make that happen and you're on your way. Understand how to use today's modern resume for both person-to-person job search as well as electronic, digital, and mobile search technologies. The 80+ resume samples demonstrate these strategies in action for real-life job seekers who've excelled in their search campaigns. The samples showcase the resume writing work of Enelow, Kursmark, and many of their colleagues who are also well respected for their expertise in resume strategy, writing, format, and design.

*The \$100,000 Resume* Craig S. Rice, 1998 The definitive guide to the special requirements of the executive resume.-- Cover.

**TOP SECRET Resumes & Cover Letters, the Third Edition Ebook** Steven Provenzano CPRW/CEIP, 2013-01-17 As seen on/in CNBC, CNN, WGN, The Wall Street Journal, and endorsed by The Chicago Tribune, the new edition of *Top Secret Resumes* is now the complete career marketing tool for all job seekers. This is the only book of its kind that includes a free consultation by the author. Includes more than 100 high-impact Resumes and Cover Letters for virtually all professions (250 8.5 x 11 pages total). Bonus: includes tips on effective LinkedIn Profiles, Networking, Career Marketing, Interviewing and Online Resources. Covers Executive Positions, Technical/Non-Technical Management, Engineering, IT, Software/Hardware design, Sales and Marketing, Teachers, Nurses, HR, Public Relations and more, many with documented results. Steven Provenzano's books have sold more than 100,000 copies and remain essential guides for serious job seekers. He has written more than 5000 resumes for clients worldwide for over 20 years, and the full cost of this book is reimbursed with any resume writing service by the author at <https://Execcareers.com>.

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### Senior Executive Resume Template Introduction

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