Executive Resume Writing

**Executive Resume: General Writing Tips**

1. **We recommend that your resume be two pages.** However, in some circumstances, a three-page resume is acceptable.
2. **Write a standout resume summary.** A resume summary will be similar to a persuasive elevator pitch to hiring managers.
3. **Achievements must be highlighted in the first part of your resume.** As an executive, your achievements will be under scrutiny. Make sure they stand out.
4. **Your skills must be concise and informative.** Try to put your skills in distinctive sections tailored to your targeted position.

### ****First Impressions: Win Hiring Managers in the First Section****

The first part of any executive resume should be broken down into three distinct sections.

1. Resume Summary
2. Demonstrated Achievements
3. Core Competencies

### Step 1: Write a Strong Resume Summary

The Resume Summary, also known as the Career Summary, is a snapshot of a candidate’s career that is compelling, informative, and concise – like an elevator pitch. As the first impression of the entire resume, the summary is specifically written to increase reader interest and entice them to analyze the resume deeper.

Here is how this candidate did it:

* They describe an ability to build successful companies over a 20-year career
* They showcase areas of expertise in the tech world
* They conclude with core acumen in business generation

This is the model professional summary for an executive resume. It is concise, focused, and error free. Yet this powerfully written section does not reveal too much information too soon, making a great case for the interested hiring manager to examine the rest of the document.

### Step 2: Quantify Your Achievements Section

Your achievements should be highly visible with their own section. In this section, you will need to convince a hiring manager that you are capable of delivering numerical growth in the role.

One of the best ways to demonstrate this is by **quantifying your past achievements**. Actually, this is easier than you think: we have an easy to implement a formula that will help you quantify your achievements.

#### The formula is structured like this:

* [***action verb***] + [***area of business***] + [***company name***] + [***quantifiable metric/result***]

This is demonstrated in the sample resume in the following points:

* “***Expanded market share*** for ***Intraserve, Inc. data access service*** from***30 percent to 45 percent over two years***, ***increasing profit margins by 40 percent***.”

This simple and effective formula is a win-win: it simultaneously buttresses a powerful career summary and builds even more interest in the hiring manager.

### Step 3: Build Your Core Competencies

A core competency section is key for closing off the first third of an executive resume. Closely examine the candidate’s ability to hit each core competency you would expect from a CEO:

* Company Management | Capital Raising | Strategic Oversight
* Product Development | Leadership & Team Building | Market Insights
* Sales Development | Public Relations | Client Outreach
* Research & Development | Budget Management | Negotiation

This section supports both the career summary and demonstrated achievements sections by adding much-needed scope in the form of keywords.

The candidate strategically chose keywords that would condense his essential skills into 12 check marks, which helps a hiring manager quickly grasp his core abilities and also help his resume pass Applicant Tracking Software (ATS).

Aesthetically speaking, the section is visually appealing and lends order to the document’s style and formatting via three columns of uniform proportions.