

HOW TO USE THE SENIOR LEVEL RESUME TEMPLATE

START HERE

- Remove the placeholder information and enter your information throughout the document.
 - Delete any section you don't need. Most people won't use all of them.
 - Copy a job block if you have more jobs to add. Delete the ones you don't use.
 - Save as a PDF before you send it.
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1. TARGET JOB TITLE

The job you want (not necessarily the job you have). This makes who you are, what you do, and what you're looking for immediately clear.

2. YOUR ONE SENTENCE SUMMARY

This sentence should describe your whole career, not just your current job. If you've worked in more than one industry or at very different company sizes, say both.

Example: *HR and business operations executive with 25 years' experience leading people functions through growth, restructuring, and acquisition for professional services and industrial manufacturing firms of 400 to 850 staff.*

3. THE EMPLOYER PARAGRAPH

A reader likely doesn't know anything about your previous employer, and you don't want them guessing. Use 1-2 sentences to describe the scope and scale (it will provide context for all of your accomplishments!). Use whatever you know: product or service, industry, staff, locations, clients, revenue.

Example: *Harborline Industries is a mid-market industrial manufacturer. With 850 staff across 4 New England sites, Harborline produces precision components for aerospace and medical devices and generates approximately \$180M in annual revenue.*

Don't know the numbers? Check the company's website (About or Careers page), its LinkedIn page, or a recent press release. You can also ask an AI assistant (always check for accuracy before you use information from AI!):

Prompt: *Roughly how big is [company name] in [city, state]? Give me staff count, number of locations, annual revenue, and what they make or sell. Don't make anything up—if you aren't sure of a figure, tell me that.*

If you held only one job title at that employer, combine this with the job paragraph below into a single paragraph.

4. THE JOB PARAGRAPH

First sentence: Pick the version that fits your situation and delete the others.

- **Promoted to...** if you moved up within the company.
- **Hired to... or Recruited to...** if you were brought in for a specific reason (tip: use "recruited" only if someone approached you and asked you to apply).
- **[Action verb]...** if you don't have a promotion or hiring story to tell. Just start with what you did. Pick a verb that shows ownership (e.g. ran, led, built, coordinated, resolved). Avoid "handled" and "responsible for."
- **Worked for...** use this option only when you're combining the employer and job paragraphs into one.

Second sentence: Use only those that apply.

Primary responsibilities · # direct reports · # indirect reports · \$ budget · # locations or sites · # clients or accounts · \$ sales volume · # customers per day or shift · # departments (and department names)

5. IMPACT STATEMENTS

Not what you were assigned. What changed because you did it. Include specific numbers whenever possible.

Stuck on what to write? Reflect on these questions to get you started:

- What are you most proud of from this job?
- How did your manager know you were doing a good job?
- Did you ever fix a problem nobody asked you to fix?
- What did people come to you for help with?

Weak: *Responsible for overseeing all aspects of the human resources function.*

Strong: *Reduced voluntary turnover from 24% to 11% over 4 years by rebuilding onboarding, introducing stay interviews, and restructuring frontline compensation bands.*

Don't know the numbers? Check old performance reviews, emails, or ask a former colleague or manager. If your number is a rough estimate, say "approximately" to keep it honest.

6. SKILLS

Two skills layouts are included. Keep the one that works better for you and delete the other.

List things with names. Software, systems, platforms, methods, languages.

Examples: *Workday, ADP, Salesforce, Power BI, Six Sigma, FLSA classification, Spanish.*

Don't list:

- Skills the job you're applying for doesn't use, skills nearly every applicant has, or skills below your level
- Things you're familiar with but couldn't speak to in an interview
- Descriptions of how you lead: strategic leadership, change management, cross-functional collaboration, stakeholder management, visionary thinking. These are the most common filler on senior resumes and they're the least verifiable thing on the page.

If you can't come up with 5-6 items that pass this test, delete the skills section entirely.

BEFORE YOU SEND

Delete any sections that aren't relevant or don't apply to you. Additional Experience · Licenses & Certifications · Training & Professional Development · Volunteer Experience · Honors & Awards · Publications · Languages

Avoid flowery language and excessive jargon. Stay away from descriptive words that don't prove anything (e.g. results-driven, passionate, dynamic, proven track record, detail-oriented, team player). Use industry terms only if that's what people in your field call it, not because it sounds more impressive.

Check for accuracy. Dates, job titles, employer names, and numbers. Read your numbers in context (e.g. if you claim 20 years' experience, your earliest date has to match). Every claim should be something you can explain if someone asks two follow-up questions. Check your own email and phone number while you're there!