

# First Name Last Name

City, State | 555-555-1234 | jane.doe@gmail.com | LinkedIn | Project Management Portfolio

[insert job title on application] with X+ years experience in [insert your industry(ies)] and currently completing Google Project Management Certificate. Experienced in [list top 2-3 role-relevant project management skills - e.g. project initiation, project planning, risk management, stakeholder management, etc.] with expertise in [insert top 2-3 role-relevant transferable skills - e.g., communication, collaboration, influencing, etc. ]. Seeking a project management role with opportunities for [insert desired job/company characteristics - e.g. for professional development, driving team success, and collaboration within a dynamic team].  
[tailor to job description - KEEP SUMMARY TO 5 LINES OF TEXT MAX]

## RELEVANT SKILLS & EXPERTISE

Project Management Lifecycle • Stakeholder Management • Team Coordination • Task & Workflow Management • Risk Management • Resource Allocation • Business Writing • Problem-Solving • Data-Informed Decision-Making • Relationship Building • Communication • Collaboration • Leadership • Influencing • Waterfall • Agile • Scrum • Asana • [Optional: Select and add skills from [this](#) list, too, if they match your experience] Process Optimization • Operations Efficiency • Quality Maintenance • Budgeting • Procurement • Negotiation • Presentation • [Insert Hard/Soft Skill] • [Insert Hard/Soft Skill]

## EDUCATION, CERTIFICATES, & CERTIFICATIONS

Google Project Management Certificate • Merit America, Virtual

MM/YYYY

- Elevated project management skills, demonstrating command over key processes including **project initiation, planning, execution, monitoring, and closure** while utilizing **project management software** and **documentation tools**
- Applied theoretical knowledge to practical scenarios by completing hands-on projects, involving: defining **project goals** and **success criteria**, outlining **milestones** and **deliverables**, ensuring **stakeholder buy-in** and **team alignment**, **procuring** and **allocating resources**, mitigating and **managing risks**, assuring **quality maintenance**, and making **data-informed decisions**
- Developed expertise in effective **problem-solving**, leveraging **leadership** and **influencing** skills to create cross-functional alignment through effective, streamlined **communication**

Certificate or Certification Name (if applicable) • Name of Certifier, City, State

MM/YYYY

Name of Degree (if applicable) • School Name, City, State

MM/YYYY

- [#] credits completed; Relevant coursework includes: [course titles]

## PROFESSIONAL EXPERIENCE

Job Title • Company, City, State

MM/YYYY - MM/YYYY

- **FORMULA:** [Enter **strong ACTION verb**] [explain the **TASK** you completed and further describe the **ACTIONS** you took, including metrics/numbers, adverbs, and descriptive phrases to describe how you did that task] [highlight the **RESULT** of your efforts – how did your work bring measurable value to the company and/or customer?]
- **EXAMPLE BULLET – REMOVE AFTER READING:** Managed 10 employees by supervising daily operations, scheduling shifts, and holding weekly staff meetings with strong leadership skills and empathy, resulting in a productive team that collectively won the company's "Most Efficient Department Award" two years in a row
- **EXAMPLE BULLET – REMOVE AFTER READING:** Created an outstanding rideshare experience by actively communicating with customers in all channels, maintaining a clean vehicle, and exuding a professional and friendly demeanor; ultimately attained a 4.7/5.0 customer service rating over the span of 9 months
- Bullet 1
- Bullet 2

Job Title • Company, City, State

MM/YYYY - MM/YYYY

- Bullet 1
- Bullet 2
- Bullet 3

## ADDITIONAL EXPERIENCE

Role Title • Company, City, State

MM/YYYY - MM/YYYY

- Bullet 1
- Bullet 2