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### [**Resume example**](https://resume-example.com/)

Hello Valued Applicant,

Creating a standout resume has never been easier! Our resumes feature clean, modern designs tailored to make a lasting impression. Crafted by certified resume writers and optimized for ATS compatibility, they’re built to help you succeed in today’s competitive job market.

#### **Here’s how we can help you:**

[**Build Your Resume**](https://resume-example.com/builder/onboard/start) – Our simple tool makes creating a standout resume quick and stress-free.  
[**Browse Resume Templates**](https://resume-example.com/cv) – Choose from modern, eye-catching designs tailored to impress.  
[**Explore Resume Examples**](https://resume-example.com/resume-examples) **–**Get inspired by samples made for every industry and role.

[**Write the Perfect Cover Letter**](https://resume-example.com/cover-letters)– Complete your application with a compelling cover letter that wins interviews.  
[**Job Search**](https://resume-example.com/job-search)– Visit our blog for expert tips and strategies to help you land your dream job.

**Take the guesswork out of job applications and start creating your future today. We’ll make sure you’re ready to seize every opportunity with confidence!**

[**Your next chapter starts here – let’s get started.**](https://resume-example.com)

**Warm regards,**  
**The****Resume Example Team**

**How to Write a Business Manager Resume**

**1. Start with a Strong Resume Summary**

* Your summary should highlight your expertise, leadership experience, and key achievements in 2–3 sentences.
* Use numbers and measurable results to showcase impact.

**2. Tailor Your Resume for Each Job**

* Customize your resume by including keywords from the job description.
* Align your experience with the role’s key responsibilities.

**3. Emphasize Leadership and Business Strategy**

* Show how you have led teams, improved efficiency, and contributed to business growth.
* Use action-oriented bullet points to describe your work experience.

**4. Use Quantifiable Achievements**

* Instead of generic descriptions, include numbers:
  + "Increased sales by 25% in one year."
  + "Reduced operational costs by 30%."

**5. Optimize for Applicant Tracking Systems (ATS)**

* Use standard section headings (e.g., "Work Experience," "Skills," "Education").
* Avoid images, charts, and complex formatting that ATS may not read.

**6. Keep it Concise and Professional**

* Stick to a **one- to two-page** resume.
* Use a **professional font** (Arial, Calibri, Times New Roman) in **size 10-12**.

**7. Include Relevant Certifications and Skills**

* Certifications like PMP, Six Sigma, and leadership training add credibility.
* Highlight technical skills relevant to business management.

**Business Manager Resume Example**

## A blue and white page with text and images AI-generated content may be incorrect.

## **Business Manager Resume Checklist**

**Check** your business manager resume if it has all the critical elements:

✅ **Header with Name, Job Title, and Contact Information**  
✅ **Strong Resume Summary with Measurable Achievements**  
✅ **Work Experience Listed in Reverse Chronological Order**  
✅ **Quantifiable Accomplishments in Bullet Points**  
✅ **Industry-specific keywords for ATS Optimization**  
✅ **Relevant Education and Certifications**  
✅ **Skills Section Featuring Hard and Soft Skills**  
✅ **Professional Formatting with Consistent Fonts and Spacing**  
✅ **Proofread for Grammar, Clarity, and Readability**

**If you're unsure about writing your resume or want to save time, we're here to help.**

[**Use our resume builder to create a professional, ATS-friendly resume in minutes—boosting your chances of landing an interview and securing your dream job.**](https://resume-example.com/builder/onboard/start)

**Good Luck!**