

Continue



Executive resume examples 2024

Did you know that a simple Google search for “executive resume samples” will yield over 30 million results?With so many opinions on what makes a great executive resume, it can be hard to know which examples are the best.To save you time, our elite team of executive resume writers provides you with the best executive resume samples - taken from resumes that resulted in job offers!Below, you will find a variety of executive and C-level resume examples written by Certified Professional Resume Writers (CPRW) at Find My Profession.We've even included an executive resume template you can customize for yourself.If you want to hire a professional resume writer to take care of it all for you, we've got you covered for that too! Check out the top executive resume writers in the list below.Select the job title below that best describes you to see a 100% free, downloadable executive resume sample. You can also browse all the samples at the end of this article.Chief Financial Officer (CFO) Finance Executive Senior Financial AdvisorChief Compliance Officer (CCO) General Counsel In-House Counsel There is a lot more to an executive resume than an appealing design. It's the words on the page that matter the most to get interviews. To work with a quality writer, check out our detailed reviews on the best executive resume writing services. Chief Administrative Officer (CAO) Chief Executive Officer (CEO) Chief of Staff Chief Operations Officer (COO) Health Care Executive Healthcare Administrator Vice President of Operations Chief Human Resources Officer (CHRO) Human Resources Business Partner (HRBP) Human Resources Director Chief Technology Officer (CTO) Chief Information Officer (CIO) Information Technology Director Vice President of Information Technology Chief Financial Officer (CFO) Finance Executive Senior Financial Advisor Chief Compliance Officer (CCO) General Counsel In-House Counsel Chief Procurement Officer (CPO) Director of Operations Global Operations Executive Logistics & Supply Chain Executive Senior Director of Procurement Supply Chain Director Art Director Chief Digital Officer (CDO) Chief Marketing Officer (CMO) Creative Director Director of Digital Marketing Marketing Executive Chief Commercial Officer (CCO) Chief Revenue Officer (CRO) Co-Founder / Business Owner Global Director of Sales Pharma Sales Executive Sales Director Vice President of Sales With a template, you can create a professional-looking resume that stands out from the crowd. Download and edit the executive resume template below. Replace the text in the template with your experience and skills. For the most effective resume, the content should be targeted to the job you are applying for. The template includes helpful tips to guide you as you add your information. You may also refer to the samples above for content ideas as needed. While resume examples and templates are great to use and provide a good starting point for an executive resume, sometimes the hardest part is writing the content.A professional resume writer can take your experience and skills to the next level in a clear and cohesive way.Find My Profession has a team of experienced executive resume writers who know how to highlight your achievements and showcase your unique value proposition. With their help, you can create a resume that stands out from the competition and lands you the job of your dreams.Don't settle for a mediocre resume, take action and invest in your future with Find My Profession. The Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesExperience AI-Powered CreativityThe Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesExperience AI-Powered Creativity or download as PDFTo create an effective executive resume, you need to start out with solid metrics. That means highlighting the times your efforts have led to company success in a genuine way — and back it up with numbers.You can also emphasize your major accomplishments. Involved in a merger? Helped boost sales? Mention it in your resume and provide greater details when writing a cover letter.Above all else, showcase your ability to lead—both projects and teams—and be specific as to the strategies, tools, and methods used.or download as PDFIn a senior executive resume, numbers mean everything. Simply stating that you've assisted in driving more traffic isn't going to do the trick here. Show your individual worth with bullet points where you've increased a business's ROI by creating dashboards that kept track of certain KPIs or handled advertising campaigns to lower expenses.or download as PDFKeep your executive director resume relevant by emphasizing anytime you've held a leadership position or had project oversight.You can highlight your history of effective fundraising campaigns, strategic plan development, or partnership collaborations.Showcasing your experience managing teams or departments helps to prove your capacity to unify diverse groups for a common cause.or download as PDFIt's the job description looking for a comprehensive candidate who is able to drive multiple results!The first way to make a good impression on a marketing executive resume is using a professional template. Next, highlight how you're able to make marginal differences and help businesses reach their marketing goals using tools like Google Analytics and SEMrush.or download as PDFEmphasize leadership and project oversight in your sales executive resume to catch the eye of hiring managers. Highlighting your history of strategic plan development and how you saw a project through to completion will make an impact.Showcasing your experience managing teams or departments will make your resume relevant as well.And you can add certifications to underline your industry-specific expertise.or download as PDFMinor and seemingly harmless slip-ups in this field can have severe consequences. So, take it to the bank that the hiring manager wants nothing short of the perfect fit. Then, why not strut your credentials on your healthcare executive resume and blow potential employers with just how much you're up to snuff?your bachelor's and master's degrees in healthcare management? Those are your trump cards in the education part of your resume. Step up your game by flaunting a relevant certification like Certified Healthcare Executive (CHE) or Certified Professional in Healthcare Risk Management (CPHRM).or download as PDFFor hiring companies, the best finance executive is as multifaceted as a Swiss army knife. The key takeaway? A resume accenting job-relevant soft skills to round out your technical proficiencies can show them you're the versatile all-rounder they need.Merely mentioning proficiencies like leadership, hard work, and initiative on your finance executive resume won't cut it with hiring managers. But using action words like managed, evaluated, and upgraded at the beginning of your bullet points to give context to those skills? Now, that's the silver bullet you need to nail it.or download as PDFWe're pretty sure there are tens, if not hundreds, of executive secretaries trying to figure out how to outshine their competitors like you. To beat them at their own game, take our advice and tailor your resume to the job description here and now.Customizing your executive secretary resume for the job description is a breeze—ensure it hits all the marks with the required qualifications. One way of doing so is by beefing up your masterpiece with keywords and phrases repeated in the job ad. And your certifications, education, and skills sections? These will stand out when decked out with pertinent deets. too.or download as PDFThe hiring manager is definitely running on fumes after sitting through stacks of IT executive resumes. And it gets worse—they haven't checked out your sales pitch, so they can't take a breather yet. But can you imagine their delight when met with a sleek, straightforward format that serves the deets they want on a silver platter?Take a one-column, one-line-per-bullet-point resume format, for example. That's the very definition of keeping it clear and simple. We love how it keeps resume content in good shape. Plus, it helps your masterpiece sail past the ATS bots, saving it from being stuck in the digital void, unseen, and completely wasted.or download as PDFDo you have a thing for those stunning Pinterest-inspired spaces that make guests feel right at home? The recruiter is your big fan! Now, in the same spirit, get a little creative with your resume design to ease them into your eclectic professional world, and you'll be sure to have them in your corner.How about holding the roles and names of your alma mater and former places of work? A slightly larger font is a nice detail, and a little color (think jungle green) to draw attention to section titles. Don't overdo it, though, unless you're deadset on overshadowing the important deets in your executive housekeeper resume.or download as PDFYes, we all warm up to the relatable executive manager who puts some pep in every team member's step. However, don't be fooled—slanting toward too casual a vibe when writing your resume comes with a heavy price.You probably want to keep it chill in your executive manager resume, but the last thing on your to-do list should be to throw recruiters for a loop. Our two cents? Save slang like wanna or gonna for your off-the-clock convos in the bar and stick to professional lingo.or download as PDFWhen put on your technology executive resume, volunteering work says all good things about you as it highlights your awesome personality and commitment to giving back to the community. However, things can go south pretty quickly if they have nothing to do with the role.If a volunteering stint doesn't showcase your transferable skills or relevant experience, skip it. Don't even think about those that reflect badly on your character and judgment (think political and scammy gigs, babysitting, and unverified roles); they're the fastest (and most effective) ways to commit career suicide.or download as PDFWe all know that many candidates have crossed their fingers, waiting for the buzz that bears life-changing news. Unless you do more than just lay your cards on the table and tick some of the boxes on the recruiter's checklist, you could remain in the dream world forever.Showcasing evidence of hitting the mark for at least one requirement for the role is what we're talking about here. For example, exceptional executive coaches are natural-born leaders, so demonstrating you have everything it takes to steer the ship can be your ticket in. That's why you want to beef up your executive coach resume with something like "Supervised cross-functional team initiatives, achieving successful execution of three major projects with a collective budget of \$58K+."or download as PDFYou might have to share every tiny detail about yourself in your operations executive resume to sit in that corner office because recruiters want to know it all. Watch your step, though. Sharing a little too much could backfire big time.Personal trivia (think your full address, birthday, photograph, marital status, religion, social security number, and political affiliation) deserves no space on your resume. Otherwise, don't make a fuss when your privacy is invaded, or you fall victim to recruiters' bias based on factors like age and location.or download as PDFYour executive board resume holds the power to help you close the deal. Want to ensure it hits the mark? We propose showing off the goods so recruiters know the kind of concrete results you can bring to the table.Let's follow Ethan's lead here. He blows his trumpet by dressing up his work experience section with impactful phrases like "...facilitating discussions across 10+ global locations and reducing travel expenses by \$12,084". Going the extra mile to call them out using bold and underlined text doesn't exactly fly under the radar.or download as PDFAfter putting your nose to the grindstone to get your hands on that doctoral degree, you're deserving of that lucrative physician executive job. One of the things that could rain on your parade? That poorly formatted physician executive resume that looks like nothing more than a hot mess of text—it's a dead cert!Ready to put together your work history? Lean toward snappy bullet points; they keep your sales pitch neat, visually attractive, and easy to read. Then go with two columns, with the chunkier one showing off your job experience and the neat sidebar housing your education, skills, and certifications. For the major section titles? You can't go wrong with bold, ALL CAPS, and a larger font.or download as PDFBumping up sales tops your list of strong suits—perfect! Now, let's boost the performance of your ecommerce executive resume to help you snag that opportunity you're drooling over. But how? Showcasing a highlight reel of your best career moments could be it.See bolded and underlined phrases like "increased SEO rankings by 16 spots and drove 7.7K more site visitors" and "generating an extra \$11,564 in quarterly revenue" on George's resume? Those say he's a real gem.or download as PDF"High risk, high reward." As an insurance executive, you already know that's how things work, and you can make the most of the same approach to shore up your insurance executive resume's work history with quantifiable achievements and boost your chances of stopping hard-to-please recruiters in their tracks.Phrases like "Analyzed operational workflows using Pega BPM, identifying redundancies savings of \$ 24,108 per year through streamlined processes" and "Harnessed Salesforce for lead management, driving the acquisition of 348 new clients within the first quarter" are a good case in point.or download as PDFAs a research ace, we get that you have a thing for using graphics like pie charts and graphs to present data. But tossing them in your market research executive resume? Now, that's one way to shoot yourself in the foot.The thing is, the applicant tracking system, which most companies use to separate the wheat from the chaff, doesn't get along well with graphics. So, when you add them to your masterpiece, you're saying you don't want a human recruiter to view your pitch, or that gig doesn't mean much to you.You're a key decision-maker, so companies will want you to have the right skills to run operations effectively. However, with all the skills you have, where do you start?Look at the job description and use your excellent analytical and strategic skills to tailor your listed abilities to the company's needs. For example, if you're applying for a CFO position at a trucking company, listing a mix of top financial management skills with specific needs to a trucking company, like managing trucking insurance, licensing, and permit expenses, would be a great idea.Need some ideas?Process ImprovementCultural LeadershipM&ANegotiationsBudgetingEmployee RelationsStakeholder RelationsNetsuite,Zoho CorporationE-CommerceQuickbooksStrategic PlanningBusiness PresentationsMicrosoft OfficeData InterpretationYou know the importance of standing out in promotional and strategic business efforts. The same can be said when listing work experience on your resume. Hiring managers know what your specific job duties are. Rather than simply rephrasing that, take these bullet points a step further by listing accomplishments using your top skills in aspects like contract negotiations or strategic planning. Each example should be measurable with metrics you achieved. Here are some awesome metrics that executives can focus on when creating a resume.Gross margin: An executive's ability to manage margins by reducing costs or increasing workplace efficiency is crucial.Customer retention: Ever heard the phrase it costs less to keep a current customer than acquire a new one? Every business knows that your ability to retain customers and create a satisfying shopping experience is essential. Employee satisfaction: Executives must ensure all employees are satisfied to achieve high productivity. Sales volume: You have a great product, but is it selling? Emphasize how you helped increase sales to achieve business objectives. See what we mean?Resolved conflicts and facilitated productive communication to reduce interdepartmental disputes by 52%. Engaged stakeholders through regular communication to boost satisfaction by 21% and strengthen partner relationships. Directed negotiations with key accounts to secure long-term contracts, resulting in a 17% increase in contract renewal rates. Managed a portfolio of key accounts that increased annual revenue by 34% and exceeded sales targets by 16%. Automated lead nurturing campaigns with HubSpot to increase lead engagement by 36%. AnalyzedIntegratedLedManagedDevelopedResolvedCreatedIncreasedConductedShowcase leadership in other waysEven if you haven't led from an executive role, you have still likely held a management position or led teams in other ways. For instance, if you were a key account manager and are now applying to be a sales executive, you could explain how you identified market opportunities and led sales teams to generate 57% more sales volume. Start your resume strong!You should emphasize your most relevant experience by showcasing it at the top of your resume. This is often best served by using reverse chronological formatting to put your most recent experiences in aspects like process improvement and budgeting first. Show that you're always learning!You've likely gained tons of experience and knowledge during your career. You can showcase that through higher education or how you have consistently achieved better results. For instance, if you managed 20 accounts and increased yearly sales from \$1.5 million to \$3.7 million in seven years, that would show tons of growth during that time. Use a resume summaryA resume summary will work great for executives will ten or more years of experience. It should be two or three sentences long and include your most relevant skills, like how you increased sales by 43% and reduced expenses by 76% through market and budgetary analysis over your 12-year career. Don't hesitate to leave less relevant jobs out!You have tons of experience, so limiting your resume to three or four jobs that are the most relevant and recent is a good idea. For instance, if you're applying to be a CMO and have eight years of sales management experience, your past sales internship and sales associate jobs probably won't be necessary anymore. Display accomplishments in an understandable way!You've achieved excellent results, but how you display them matters to make the most impact. The CAR technique (challenge, action, and result) is a simple and actionable method. For example, you could explain how you identified five areas where material spending was over budget and negotiated a better deal with a local supplier to reduce expenses by 65%. Should executives use resume keywords?Using some strategies to ensure you pass ATS checks will increase your chances of success. You should list some key skills exactly as they are written in the job description, such as cultural leadership or Netsuite. Additionally, listing the exact job title at the top, such as CFO or VP of sales, helps. How long should my executive resume be?Executive resumes should be one page long. Limiting it to three or four key jobs and keeping your descriptions about aspects like performing market analysis presentations to one sentence will help you narrow the information down. Remember, you can share more details about your contributions and achievements in a story-telling method when writing your executive cover letter.Should executives include education?Work experience will likely be more important for executives and should be emphasized. However, including your education, like a master's degree in finance, business management, or related fields, still matters to present a thorough skill set. Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material.