

# Your First and Last name

Your current address; your personal and active email; your phone number with area code

Your LinkedIn account with accessible link

**Introduction:** I am a dedicated professional with a strong background in industrial processes, specializing in industrial management. With three years of experience at Company X, I successfully delivered two projects that addressed key challenges and led cross-functional teams. My expertise in Lean Six Sigma, project management, and economic engineering allows me to drive efficiency and innovation. I am currently pursuing a master's in industrial management at the University of Central Missouri, set to graduate in Fall 20XX, to further expand my capabilities in industrial management.

## Experience

**Job title with Company X** **Country Name** **Jan 20XX–Present**

- Include a job title like Process Engineer with Tata Company.
- List your achievements with this job, explaining briefly your tasks and accomplishments.
- To increase your chances, try to include percentages for your achievements.
- Include all your job titles from the newest to the oldest in the same style.
- Avoid gaps between jobs and ensure they are in a connected sequence.

**Job title with Company X (Intern)** **Country Name** **Sep 20XX- Dec 20XX**

- Job title like Lean facilitator with Benchmark Company, USA, from September to December.
- For internships, avoid simply writing "only internship"; instead, include the specific title of the role and mention (Intern).
- List your tasks and the work you completed.

**If you do not have any previous experience, follow these.**

- Focus on academic projects or internships that demonstrate practical skills.
- Highlight technical skills, certifications, or tools you've mastered relevant to the role.
- Include volunteer work or freelance tasks where you applied job-related abilities.

## Education

**University Name** **Country Name** **Aug 20XX-May20XX**

- Write your completed degree beneath the university name.
- Do not include your GPA unless specifically requested by the company; remember, recruiters prioritize professional skills over academic details.
- If you graduated with degrees from different institutions, start with the highest degree and work down to the lowest.

## Certification

**Certification Name** **Issued by** **Country Name** **20XX**

- Do not forget to mention the institution that awarded your certificate.

- Only mention the year, not the full date.
- List certificates from the newest to the oldest if you have multiple.

### **Volunteer**

<b>Work title</b>	<b>Company</b>	<b>Country Name</b>	<b>20XX</b>
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- Work title like Community Service with University of Central Missouri.
- List what you did and how you were involved with the work.
- Highlight the work that you found most interesting.
- Include any volunteer work completed with the company.

### **Computer skills**

For Industrial Management, try to highlight a few of these skills: Proficient in Microsoft Excel, Microsoft Power BI, AutoCAD, MATLAB, SAP, Oracle ERP, SQL, Lean Six Sigma software tools, Minitab, simulation software (Arena, Simul8), project management software (Microsoft Project, Trello), process flow analysis tools.

### **Other skills (Soft Skills)**

For industrial management, try to highlight a few of these skills: Process optimization, change management, supply chain coordination, budgeting and cost management, risk management, continuous improvement mindset, quality control and assurance, supplier relationship management, lean manufacturing principles, data-driven decision-making, operational efficiency, regulatory compliance awareness, innovation and technology integration, strategic planning and forecasting, team development and training.

**Important notes to write resume**

- 1- Tailor your resume to the specific job by highlighting relevant skills and experience.**
  - 2- Focus on achievements and quantify them where possible (e.g., "increased sales by 20%").**
  - 3- Use clear, concise language and avoid unnecessary details.**
  - 4- Include contact information, a professional summary, and ensure there are no spelling or grammar errors.**