

Project Manager

RESUME

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Checklist

SUMMARY OF QUALIFICATIONS

Accomplished in recognizing opportunities to develop business prospects and helped the organization become successful. Well analyzing informative data skills such as customers and market trends succeeded in establishing business alliances.

PROFESSIONAL EXPERIENCE

Business Development Manager

AABZ Advertising Example Agency

- Evaluate the current performance of the business.
- Analyze and gather informative data about customer and market trends.
- Research and identify new business opportunities.
- Identify the appropriate contact in an organization.
- Train members of the team, arranging external training.
- Business operates.

Introduction

A project management resume should demonstrate one thing above all else:

Can you deliver successful projects and produce measurable business results?

Hiring managers spend only a few seconds scanning a resume before deciding whether to continue reading. Every section should immediately answer one or more of these questions:

- Can this person manage projects?
- Have they produced measurable results?
- Do they possess the technical and leadership skills required?
- Are they qualified for this role?

Use this checklist before submitting every application.

Contact Information

Include:

- Full Name
- PMP or other certifications after your name
- Phone Number
- Professional Email Address
- LinkedIn Profile
- City & State
- Portfolio or Website (optional)

Avoid

- Full mailing address
- Multiple phone numbers
- Unprofessional email addresses
- Photos

Professional Summary / Qualifications

This is your elevator pitch. A good summary answers:

- Who are you?
- How many years of experience?
- What industries?
- What are your biggest strengths?
- What business value do you provide?

Include

- Years of experience
- Industries
- Leadership experience
- Budget responsibility
- Team leadership
- Major strengths
- Certifications

Example

Senior Project Manager with 12 years of experience leading enterprise IT initiatives valued up to \$15M. Successfully managed cross-functional teams of 40+ while improving delivery schedules, reducing project risk, and controlling multimillion-dollar budgets. PMP certified with expertise in Agile, Waterfall, portfolio management, and executive stakeholder communications.

Core Qualifications / Skills

Think of this section as your keyword library. Include skills requested throughout the job description.

Examples:

- Project Planning
- Risk Management
- Schedule Management
- Budget Management
- Portfolio Management
- Resource Planning
- Vendor Management
- Change Management
- Executive Reporting
- PMO Governance
- Requirements Management
- Agile
- Scrum
- Waterfall
- Stakeholder Management
- Process Improvement

Software & Tools

Recruiters often search resumes using software names. Include only tools you can confidently discuss. Examples:

- Microsoft Project
- Jira
- Confluence
- Azure DevOps
- Smartsheet
- ServiceNow
- Excel
- Power BI
- PowerPoint
- SharePoint
- Visio
- Monday.com
- Asana
- ClickUp
- Trello
- SAP
- Salesforce

Professional Experience

This section carries the most weight. Each position should include:

- Job Title
- Company
- Employment Dates
- Location
- 4–8 accomplishment bullets

Write Accomplishments—Not Job Duties

Many resumes simply describe responsibilities.

Weak

- Managed project schedules.

Better

- Managed project schedules for 15 concurrent initiatives with a 96% on-time delivery rate.

Weak

- Led meetings.

Better

- Led weekly executive steering committee meetings that improved decision-making and reduced project delays by 30%.

Weak

- Managed budgets.

Better

- Managed a \$6.2M project budget while completing delivery under budget by 8%.

Every Bullet Should Answer One Question

"What improved because of your work?"

Try including:

- Time saved
- Money saved
- Revenue generated
- Risk reduced
- Customer satisfaction
- Productivity improvements
- Quality improvements
- Team size
- Budget size
- Number of projects
- Delivery percentage

Strong Action Verbs

Use verbs like:

- Led
- Directed
- Implemented
- Delivered
- Reduced
- Improved
- Optimized
- Developed

- Established
- Negotiated
- Accelerated
- Executed
- Standardized
- Streamlined
- Resolved
- Increased
- Launched
- Coordinated
- Facilitated

Quantify Everything Possible

Hiring managers trust numbers. Examples:

- \$8M budget
- 15 projects
- 45 team members
- 98% customer satisfaction
- Reduced costs by 18%
- Saved 400 hours annually
- Increased delivery speed by 25%
- Completed 100% of milestones

Education

Include

- Degree
- University
- Graduation Year (optional if experienced)
- Honors (optional)

Certifications

Prioritize certifications most relevant to the role. Examples

- PMP
- CAPM
- PMI-ACP
- Scrum Master

- SAFe
- Lean Six Sigma
- ITIL
- Certified Scrum Product Owner

Awards & Recognition

If applicable, include:

- Employee of the Year
- Leadership Awards
- Innovation Awards
- President's Club
- Project Excellence Awards

Volunteer Leadership

Volunteer experience counts if it demonstrates leadership. Examples:

- Managed fundraising projects
- Led nonprofit initiatives
- Organized community events
- Directed volunteer teams
- Coordinated charity programs

Resume Formatting

- One page (0–7 years experience)
- Two pages (8+ years)
- Consistent fonts
- Consistent spacing
- Easy-to-read bullets
- Professional appearance
- ATS-friendly formatting
- No graphics
- No tables (unless ATS-friendly)
- Save as PDF unless instructed otherwise

ATS (Applicant Tracking System) Checklist

Before applying:

- Resume matches job description
- Keywords included naturally
- Job title aligns with posting (when appropriate)
- Certifications listed
- Relevant software included
- Industry terminology present
- Acronyms spelled out once
- No unusual formatting

Special Section: College Students & New Project Managers

Don't worry if you haven't held the title "Project Manager." Employers value evidence that you can organize work, lead people, and achieve results.

What to Include

- Class projects
- Team assignments
- Internship experience
- Volunteer leadership
- Campus organizations
- Student government
- Event planning
- Sports team leadership
- Freelance work
- Personal projects
- Certifications (CAPM, Google Project Management, Scrum)
- Relevant coursework

Turn Student Experience into Project Experience

Instead of: Worked on senior capstone project.

Write: Planned and coordinated a five-member senior capstone project, developed schedules, assigned responsibilities, tracked milestones, and successfully delivered the project ahead of the academic deadline.

Instead of: Treasurer for student club.

Write: Managed the annual budget for a student organization, monitored expenditures, prepared financial reports, and coordinated fundraising events that increased annual revenue by 20%.

Instead of: Organized campus event.

Write: Led planning and execution of a campus event attended by more than 250 students by coordinating vendors, volunteers, schedules, logistics, and communications.

Final Resume Review Checklist

Before submitting your resume, confirm that you can answer "Yes" to each question:

- Does my resume highlight accomplishments rather than responsibilities?
- Have I quantified my impact wherever possible?
- Does my professional summary clearly communicate my value?
- Are my skills aligned with the job description?
- Have I included the software and tools requested?
- Is my resume ATS-friendly?
- Is the formatting clean and professional?
- Have I proofread for spelling and grammar?
- Would someone understand my value within 15 seconds of reading the first page?
- Does every section reinforce why I am the right candidate?