Jamie Stewart

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# Summary

Let your resume show why you are the best candidate for the job position. Keep your resume professional and never lie on your resume. The professional profile section should show what you can do and offer to the potential employer. Here is your chance to get the employer’s attention and invite the reader to learn more about you. How do YOU meet their needs. Sprinkle action verbs and words mentioned in the job position description and the ones throughout your resume. This section should not be overly long.

# Experience

## Sales Manager

## Tailspin Toys | Kansas City, MO | Dec 20XX – Present

* Don’t create dull lists of duties and responsibilities. You can use PAR statements to create accomplishment statements to talk about your work experience. P = Problem, Issue, Challenge, or Opportunity; A = Action you took to deal with the situation; R = Result, Impact, or Outcome of your efforts.
* Use specific examples to show your accomplishments and qualities. Skip vague phrases or cliches, they don’t tell much.
* Your LinkedIn profile should look very similar to your resume.

## Assistant Sales Manager

## Fun and Games Toy Outlet | Kansas City, KS | Jun 20XX – Dec 20XX

* You should never include your full home address. For privacy reasons, it’s better to include only the city and state. You can provide more details later. Do not include a photo of yourself. Do not use graphics etc.
* Use only a professional email address with your first and last name. Make a new one if necessary. The phone number should be answered only by you and include a link to your LinkedIn account so that the hiring manager can find more information about you easily.
* You should customize your resume to emphasize the skills and accomplishments related to the job description. This keeps your resume focused on the job at hand. You can always mention your other duties during the interview.

# Professional Skills

Conducting market research | Pricing and budgeting | Social media planning | SEO optimization | Persuasive copywriting | CMS management | Social media analysis | Project management | Campaign management | Marketing automation

# Education

### Master’s Degree | Business Communication | Avila University 20XX – 20XX

### Bachelor’s Degree | Marketing Communication | Avila University 20XX – 20XX

### Continuing Education | Tailspin Toys 20XX

### Certification | Tailspin Toys

# Volunteer Experience

### Kansas City Helps

Volunteer Coordinator

December 2015 - present

Sigma Tau Delta

President

August 2021 – June 2025