**YOUR NAME**

Phone number | Email address

Full address

**OBJECTIVE**

Write a couple of sentences (keep it brief) describing you (years of experience, stable) and the sort of operations position you’re looking for (import, export, air, ocean) and what you feel can bring to an organization. This area is the first bit the hiring manager will see so make it attractive and enticing. Avoid cliché sentences such as ‘I can work as an individual and as a part of a team’.

**SKILLS**

* Skill #1 *(e.g. Air import focused)*
* Skill #2 *(e.g. Five years in air imports)*
* Skill #3 *(e.g. CargoWise User)*
* Skill #4 *(e.g. Bilingual English & Spanish)*
* Skill #5
* Skill #6

**EXPERIENCE**

**Job Title**

**Company Name**

Location

Dates from – to Including months

Brief summary of the organization and what your role included – keep this to a couple of sentences. It’s good to include an overview of the company (the new hiring manager might not know who they are) followed by an overview of your position.

* List some of your responsibilities *(i.e. Handling air, ocean or customs brokerage services for customers in Atlanta)*
* Our recommendation would be to keep this area to 3-5 bullet points, depending on the sort of position you’re looking for
* Parts of the process you’re involved with (*i.e. full A-Z process / filing x number of entries per day etc.)*
* Verticals/industries you’re involved with *(i.e. Auto (tier 1/2), Pharma, Events etc.)*
* Type of contact you have with customers *(i.e. Phone, email or face to face contact)*
* Countries you’re dealing with imports/export to and from
* List software you’re using *(i.e. CargoWise, Magaya, In-house)*

**Job Title**

**Company Name**

Location

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**EDUCATION**

**College/School Name**

**Qualification**

Location

Date certified

* Option to include additional information

**College/School Name #2**

**Qualification #2**

Location #2

Date certified #2

* Option to include additional information

**ADDITIONAL INFORMATION**

This area can be removed if it’s not necessary, but it can be a good area to include any relevant professional references, or potentially details of additional work & projects you’ve completed in the past.