# A resume tells a Story

* Your resume is more than a detailed chronology of your experiences and achievements; it’s a way to showcase what is most important for the recruiter, hiring manager, or network connection to know about you. Think of your resume as a launching-off point for starting a conversation.
* Your resume is also a living sample of your communication skills. It’s where you show that you can communicate succinctly, with impact. Here you can prove (or disprove) that you can target your message to your audience, including what’s relevant for them, and only what’s relevant, making it easy for the reader to grasp quickly what makes you a great fit.

# One Page or Two?

* Recruiters only spend a few seconds at most when screening your resume. Think of the top 1/3 of your resume as the most valuable real estate on the page. This is the part that should create enough interest on the part of the hiring manager or recruiter to compel them to read the rest of your resume.
* Accepted practice dictates that a resume should never exceed two pages. If your resume exceeds one page, then make it two *full* pages, rather than a partial second page.
* Typically, the decision whether to fill a single page or two full pages is based on how many years of post-Baccalaureate experience you have. The guideline is one page per decade of professional experience. However, the trend these days is to limit your resume to one page, regardless of how many years of work experience you have.
* If your resume exceeds one page, then make sure that you print it on ONE sheet of paper.
* When sharing your resume digitally, always send a .pdf version since different operating systems can substitute typeface and change formatting.

# How to use this template

* Not every section and component that is proposed on this template is relevant for every candidate. The intent is to provide you with options from which you can choose. Be selective and use the guidelines in the comments to guide which sections to use, and which not to use.
* The format is meant to be a guide, as well as a suggested format. You may choose to create your own look to more effectively speak your brand. However, a caution: Automatic Tracking Systems (ATS) do not like fancy formatting. Err on the side of simplicity. Here is a link to some [sample resumes](https://iu.box.com/s/b592ycetgj96m821r939ueapuchuhhod).

Other Resources

* [Crafting a brand statement](https://iu.instructure.com/courses/1716945/pages/personal-branding-toolkit)
* [Build a better bullet point](https://iu.instructure.com/courses/1716945/files/79619128/download)
* [The ultimate resume word guide](https://iu.instructure.com/courses/1716945/files/79619129/download?wrap=1)
* [Cover letter guidelines](https://iu.box.com/s/r4slfkgs0fe6d180a7m958n5gqbsvcw8)

# **SENIOR DIRECTOR**

[Optional: Brand statement]

**Business Transformation | Continuous Process Improvement | Change Management | Program Management  
Team Building | Strategic Vision Development | Value Creation**

# **Key Accomplishments**

* Conceived business transformation strategies for organizations to realize value incrementally that is measurable
* Delivered consistently business critical programs on time and on budget using Agile transformation techniques
* Successful in creating high-performing teams by empowering individuals to challenge themselves, lead by example and active mentoring techniques

# Experience

**EVRAZ North America** | Chicago, IL **Aug 2013 – Present**

*EVRAZ North America is an integrated steel company with six steel making facilities across US and Canada grown through acquisitions over the years. As an IT transformation executive, Murali led several finance and business transformation initiatives across the company .*

*Senior Director / Enterprise Applications* Apr 2019- Present

* Directed an enterprise wide maintenance system program across 3 locations and 5 steel mills that had a direct favorable impact on maintenance cost optimization and establishing data and process governance along with establishing critical KPI metrics across the company
* Led and executed critical enterprise level business transformation initiatives by nurturing business partnership and using industry best practices

*Director / Enterprise Applications* Apr 2016 – Apr 2019

*Manager / Financial Systems* Aug 2013 – Apr 2016

* Led and facilitated Value Stream Analysis (VSA) across 6 locations and 12 steel mills for major business processes culminating in the development of a 5 year enterprise business system strategy roadmap m
* Identified and led several RIE (Rapid Improvement Events) and VCO (value creation opportunities) from VSA and executed them through Continuous Improvement programs resulting in making impact to the tune of $2M

**Booz Allen Hamilton** | Dayton, OH **month year – month year**

*Optional: One line description or qualifier of size/impact/other factors that provides needed context*

Lead Associate month year – month year *Optional: Summary statement for this role*

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Associate month year – month year *Optional: Summary statement for this role*

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**Panduit** | Tinley Park, IL **month year – month year**

*Optional: One line description or qualifier of size/impact/other factors that provides needed context*

IT Delivery Manager month year – month year *Optional: Summary statement for this role*

* Action verb, accomplishment, results; Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua

# Education

**Indiana University, Kelley School of Business, Bloomington, IN**

*Master of Business Administration* **May 2020**

*Graduate Certificate in Business Analytics* **Aug 2012**

**Institute for Technology and Management, Mumbai, INDIA Jun 1994**

*Master of Science in Computer information Systems*

**Mumbai Univerity, Mumbai, INDIA Jun 1992**

*Bachelor of Science in Physics*

# Additional

* Technical: SQL, HANA, SPSS…
* Certifications: CPIM, CSCP
* Volunteer work, Interesting achievements or unique skills that demonstrate transferable qualities (competition, performance, team, leadership, tenacity, initiative, etc.)
* Awards and Honors
* Languages
* Personal interests (optional)