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ProjectManager Project managers looking for work must start by creating a powerful project manager resume. It’s certainly not the only thing that will get one the job, but it’s the first and best show most have at getting a recruiter’s attention. A strong project manager resume can open the door to a phone or even in-person interview at which point one must have the interpersonal skills to present themselves and why they’re right for the job. But first comes the project manager resume. Read on to learn what should be included in the resume package (hint: it’s more than just the resume). Then learn the keywords that software uses to thin the herd and select the most appropriate candidates before the resume even reaches the hands of a real, live human being. We’ll also provide a free download to a project manager resume to make it easy and then provide a few examples to show what an entry-level and senior project manager resume looks like and some industry-specific examples. What Should Be Included In a Project Manager Resume? The resume is the meat in this meal, to be sure, but other details are important to include in a project manager resume. We’ll get to those in a moment, but first, every project manager should be fluent in project management software. This is the tool everyone uses to plan, manage and track projects to deliver them successfully. ProjectManager is award-winning project and portfolio management software flexible enough to serve the new or seasoned project manager, no matter what industry they might serve. Our software has robust Gantt charts, which are the foundation for managing any project, especially traditional ones that go from one phase to the other. Our Gantt chart organizes tasks, adds milestones and assigns teams, resources and costs. But it also links all four types of task dependencies, filters for the critical path and sets a baseline to track progress in real time. All project managers should be proficient in using Gantt charts so get started with ProjectManager today for free. ProjectManager’s Gantt charts help plan, manage and track projects in real time. Learn more Now, here are the various components of a project manager resume. Cover Letter While the details are listed in the project manager resume, the cover letter is a place to touch on personal aspects not covered in the resume. One introduces themself with a brief overview and a bit about their professional background. Then explain why you’re a good fit for the job by highlighting relevant skills, qualifications and experience. Show enthusiasm and interest. Encourage further action by inviting the hiring manager to review the resume and schedule an interview. Contact Information In the actual resume, don’t forget to add how they can get in touch with you. That means adding, usually on the top of the project manager resume, one’s full name, phone number, email address and even mailing address. It’s optional, but recommended to add a link to one’s LinkedIn profile and, if appropriate, a personal website or portfolio page with examples of one’s work. Get your free Project Manager Resume Template Use this free Project Manager Resume Template for Word to manage your projects better. Summary Under the contact information, open the resume with a professional summary and even highlight one’s objective in applying for the job. The summary should be a brief, impactful statement of a few sentences that highlights one’s years of experience, key skills and expertise in project management. Tailor this to reflect the type of projects one has managed and your leadership style. As for the objective, if one is changing industries or roles, a short objective can explain one’s career goals and why they’re transitioning. Skills & Qualifications This section should list one’s top skills relevant to project management, including both technical and soft skills. This can include the project management methodologies one knows as well as project planning, risk management, communication, collaboration, project management tools and software, quality management, change management and so forth. It’s also a good place to add education, though that can be a standalone item. Work Experience List the relevant project management roles one has had in reverse chronological order, focusing on the achievements and the impact of the work. For each role, include: the job title, company name and location, employment dates and then in a bulleted list, the key responsibilities and achievements one has accomplished. Focus on measurable results and accomplishments. Use numbers to highlight successes whenever possible, such as cost savings, time saved, improved efficiency, etc. Certifications Relevant project management certifications should be listed. They show one’s experience and commitment to project management. Some examples of project management certifications include: project management professional (PMP), PRINCE2 (projects in controlled environments), agile certifications (ScrumMaster, AgilePM), etc. Project Manager Resume Template Below there are several examples of what a project manager resume should include. We’ve broken that up into a variety of different job levels and industries. Download our free project manager resume template to get started right away. This free template is a fully customizable document. We’ve pasted in the information from the entry-level project manager resume, but users can edit that copy to make it fit their work experience, skills, etc. Project Manager Resume Keywords Sprinkle in the following keywords as many organizations use AI-driven Applicant Tracking Systems (ATS) to scan resumes to select the more qualified applicants. These systems filter applications based on relevant keywords related to the job description. For a project manager resume, it’s essential to include industry-specific keywords to ensure that one’s resume passes through ATS and reaches human recruiters. Project Manager Resume Examples While the project manager resume template for Word can help guide one through creating a powerful resume, it’s also good to review examples of project manager templates. It gives an idea of what should be included and how to format the resume. Here are a few examples for an entry-level resume, a senior project manager resume and a couple directed towards specific industries, such as IT and construction. Entry-Level Project Manager Resume Summary Enthusiastic and detail-oriented project manager with a solid foundation in project management principles and a passion for delivering results. Recent graduate with a bachelor’s degree in business administration and hands-on experience in agile project management practices. Skilled in coordinating teams, managing project timelines, and ensuring seamless communication between stakeholders. Eager to contribute organizational, communication, and problem-solving skills to help teams meet project goals on time and within budget. Skills & Qualifications Project Management Tools: Familiar with ProjectManager and Microsoft Project Methodologies: Agile (Scrum & Kanban), Waterfall Project Planning & Scheduling: Creating timelines, defining milestones and resource allocation Stakeholder Management: Collaborating with clients and team members to align project goals Risk & Issue Management: Identifying risks and proposing solutions to minimize delays Budget & Resource Management: Tracking project budgets and ensuring efficient resource use Team Collaboration: Strong interpersonal skills for working with diverse teams and departments Time Management & Organization: Prioritizing tasks and meeting deadlines consistently Communication: Clear written and verbal communication skills for reports, meetings and updates Work Experience Project Management Intern XYZ Technologies – New York, NY June 2024 – August 2024 Assisted the project management team in planning and executing software development projects, ensuring deadlines were met and project scope was adhered to. Created project timelines, tracked task completion and helped adjust schedules based on project needs. Coordinated with cross-functional teams, including development, marketing and quality assurance, to ensure smooth communication and progress on deliverables. Monitored project budgets and expenditures, ensuring alignment with financial goals. Supported risk assessment efforts by identifying potential issues and working with senior team members to mitigate risks. Assisted in the preparation of project documentation, including status reports, project charters, and meeting minutes. Project Coordinator Assistant (Volunteer) Non-Profit Organization ABC – New York, NY September 2023 – December 2023 Supported the project coordinator in organizing fundraising events, including timeline management and task assignments. Communicated with external vendors and internal teams to ensure the timely delivery of materials and services. Maintained project schedules and updated stakeholders on progress through weekly status reports. Helped identify and address issues that arose during project execution, ensuring events ran smoothly. Managed event budgets, helping track expenses and make recommendations to optimize costs. Certifications Certified Associate in Project Management (CAPM) – Project Management Institute (PMI) September 2023 Agile Certified Practitioner (PMI-ACP) – Agile Project Management July 2023 Senior Project Manager Resume Summary Results-driven senior project manager with over 10 years of experience leading large-scale projects across various industries, including IT, construction and healthcare. Proven track record of delivering complex projects on time, within budget and exceeding client expectations. Expert in agile and waterfall project management methodologies, skilled in leading cross-functional teams, managing stakeholder relationships and driving continuous improvements. Adept at risk management, budgeting and providing strategic direction to ensure project success. Skills & Qualifications Project Management Methodologies: Agile (scrum, kanban), waterfall, hybrid Project Lifecycle Management: Planning, execution, monitoring, controlling and closing Team Leadership: Leading large, diverse teams to meet objectives and exceed client expectations Risk & Issue Management: Proactive identification and mitigation of project risks and issues Stakeholder Management: Expertise in managing stakeholder expectations and ensuring clear communication Budget Management: Experience managing multi-million dollar budgets, tracking costs, and ensuring financial targets are met Change Management: Leading project changes, scope adjustments and managing organizational transformation Project Management Tools: Microsoft Project, Jira, ProjectManager Vendor Management: Experience managing third-party vendors and ensuring deliverables meet quality standards Reporting & Documentation: Preparing executive-level reports, presentations and project documentation Strategic Planning: Long-term planning, resource forecasting, and aligning project goals with business objectives Work Experience Senior Project Manager Tech Innovations Inc. – Chicago, IL March 2018 – Present Led a portfolio of projects valued at over $20M, including software development, infrastructure upgrades and cloud migration, delivering results on time and within budget. Spearheaded agile transformation, transitioning the company’s project management processes from Waterfall to Agile, resulting in a 30% reduction in delivery time for key initiatives. Managed project timelines, budgets and resources, consistently meeting or exceeding client expectations. Led cross-functional teams of up to 50+ individuals, including developers, designers, QA and external vendors, ensuring smooth collaboration and timely project delivery. Conducted regular risk assessments and implemented risk mitigation strategies to reduce project delays and potential issues. Directed all aspects of the project lifecycle, from initiation through closure, ensuring the completion of high-quality deliverables. Project Manager Global Construction Solutions – Chicago, IL June 2014 – February 2018 Managed construction projects with budgets ranging from $5M to $15M, including commercial buildings and infrastructure projects, ensuring on-time and on-budget delivery. Coordinated with architects, engineers, contractors, and subcontractors to ensure seamless project execution. Created and maintained detailed project schedules, tracking progress and identifying potential delays or resource constraints. Led weekly project meetings, presenting progress updates to clients and senior leadership, ensuring alignment and managing expectations. Managed and tracked project expenses, working to reduce costs by 10% through vendor negotiations and process improvements. Assistant Project Manager HealthTech Solutions – Chicago, IL January 2012 – May 2014 Assisted in the management of software development projects focused on healthcare technology solutions, ensuring milestones and deadlines were met. Coordinated team efforts and ensured timely communication with vendors, contractors, and internal teams. Created detailed project documentation, including project plans, status reports, and risk assessments. Supported senior project managers in scheduling and resource allocation, contributing to the successful delivery of multiple projects. Conducted post-project reviews and provided feedback for continuous improvement. Certifications Project Management Professional (PMP) – Project Management Institute (PMI) April 2014 Certified ScrumMaster (CSM) – Scrum Alliance May 2016 Agile Certified Practitioner (PMI-ACP) – Project Management Institute (PMI) September 2017 Lean Six Sigma Black Belt – International Association for Six Sigma Certification November 2018 PRINCE2 Practitioner – Axelos January 2020 IT Project Manager Resume Summary Experienced IT project manager with over 8 years of proven expertise in leading and delivering large-scale IT projects, including software development, systems integration, cloud migration and infrastructure management. Adept at managing cross-functional teams, optimizing project workflows and ensuring on-time, on-budget delivery. Highly skilled in agile and waterfall methodologies, risk management and stakeholder communication. Passionate about driving technological innovation and ensuring seamless IT solutions that align with business objectives. Skills & Qualifications Project Management Methodologies: Agile (scrum, kanban), waterfall, hybrid Project Planning & Scheduling: Strong skills in defining project scope, timelines and milestones Budget & Resource Management: Managing IT project budgets and resource allocation efficiently Stakeholder Management: Expertise in collaborating with both technical and non-technical stakeholders Risk Management: Identifying, assessing and mitigating risks throughout the project lifecycle Cloud Solutions: Experience with cloud platforms (AWS, Azure, Google Cloud) and migrations IT Infrastructure & Systems Integration: Managing IT systems integration, software deployments, and network infrastructure Project Management Tools: Proficient in Jira, ServiceNow, Microsoft Project, ProjectManager Technical Expertise: Familiarity with software development lifecycles (SDLC), DevOps practices and ITIL Team Leadership: Leading and motivating cross-functional teams to achieve high performance Change Management: Managing scope changes and ensuring smooth transitions during the project lifecycle Communication & Reporting: Excellent written and verbal communication skills for reports, presentations and meetings Work Experience IT Project Manager Tech Solutions Inc. – San Francisco, CA January 2020 – Present Manage complex IT projects, including system integrations, cloud migrations and enterprise software implementations for clients in finance, healthcare, and retail. Oversee project timelines, budgets, resources and risk management, ensuring successful project delivery on time and within budget. Led the migration of on-premise applications to AWS for a Fortune 500 client, reducing costs by 20% and improving system uptime by 30%. Coordinated with cross-functional teams, including developers, system administrators, business analysts and QA testers, to ensure alignment and smooth project execution. Regularly report project progress to executive leadership, providing updates on scope, timelines and risks. Implemented Agile Scrum methodology, improving team collaboration and reducing delivery time by 25% for key projects. Conducted post-project reviews, capturing lessons learned and implementing process improvements for future projects. Project Manager, IT Global IT Services – San Francisco, CA July 2015 – December 2019 Managed software development and systems integration projects for clients in the tech and telecom sectors, with budgets ranging from $500K to $10M. Spearheaded a company-wide ERP system implementation, leading the integration of legacy systems with new cloud-based platforms, improving business operations by 40%. Managed multiple concurrent projects while ensuring timely delivery, resource optimization, and alignment with client expectations. Collaborated with clients to define project scope, milestones, and deliverables, ensuring project objectives were met and client satisfaction was achieved. Coordinated with vendors and third-party contractors to ensure service-level agreements (SLAs) were met. Used Jira, ProjectManager and Confluence for project tracking and documentation, improving visibility across teams and stakeholders. Junior IT Project Manager Innovative Technologies LLC – San Francisco, CA June 2012 – June 2015 Assisted senior project managers in delivering small to mid-size IT projects, including web applications, mobile solutions, and IT infrastructure upgrades. Coordinated project schedules, resources, and documentation, ensuring smooth project execution. Maintained project dashboards and provided regular status updates to stakeholders, ensuring transparency and clear communication. Assisted with risk assessments and helped implement mitigation strategies. Supported the transition of IT systems during software upgrades and patches, ensuring minimal disruptions to business operations. Certifications Project Management Professional (PMP) – Project Management Institute (PMI) May 2016 Certified ScrumMaster (CSM) – Scrum Alliance March 2017 Agile Certified Practitioner (PMI-ACP) – Project Management Institute (PMI) November 2018 AWS Certified Solutions Architect – Associate August 2019 Certified in ITIL Foundation February 2020 Construction Project Manager Resume Summary Experienced construction project manager with over 10 years of expertise in managing large-scale residential, commercial and infrastructure projects. Proven success in overseeing all phases of construction projects, from design and planning to completion. Adept at managing cross-functional teams, controlling project budgets and ensuring compliance with safety regulations. Strong problem-solving, leadership and communication skills, with a track record of delivering projects on time and within budget. Seeking to leverage expertise in project management and construction processes to drive excellence in future projects. Skills & Qualifications Project Management: Proficient in managing all phases of construction, including budgeting, scheduling and procurement Construction Methods & Techniques: Deep knowledge of construction processes, materials and methods Team Leadership: Leading cross-functional teams, including architects, engineers, contractors and subcontractors Cost Control & Budgeting: Skilled in tracking project expenses, optimizing costs and ensuring financial goals are met Construction Scheduling: Expertise in Microsoft Project, ProjectManager and Primavera P6 for creating and managing project schedules Contract & Vendor Management: Negotiating with vendors, managing contracts and ensuring adherence to scope and timelines Risk & Quality Management: Identifying risks and developing mitigation strategies to maintain project quality and compliance Safety Regulations: In-depth knowledge of OSHA regulations and ensuring a safe work environment Construction Documentation: Proficient in generating and maintaining project documentation, including contracts, change orders and progress reports Stakeholder Management: Communicating with clients, regulatory bodies and project stakeholders to ensure alignment and progress Problem Solving: Quick decision-making and resolving construction-related issues efficiently Technical Skills: Proficient in AutoCAD, Procore and ProjectManager Work Experience Senior Construction Project Manager ABC Construction Corp. – Los Angeles, CA April 2017 – Present Led the successful completion of over 20 commercial and residential construction projects, ranging in value from $5M to $50M, with a 100% on-time delivery rate. Managed all aspects of project planning, budgeting, scheduling and procurement, ensuring efficient use of resources and adherence to timelines. Directed project teams of up to 100 individuals, including subcontractors, engineers, architects and construction workers, ensuring seamless communication and coordination. Developed and maintained detailed project schedules using ProjectManager, ensuring that critical milestones were achieved on time. Oversaw the procurement of materials and negotiated with vendors to ensure the best pricing and timely delivery. Ensured compliance with safety regulations and conducted regular site inspections, leading to a 30% reduction in workplace accidents. Managed change orders, claims and disputes with clients and subcontractors, ensuring resolutions were in alignment with the project contract. Construction Project Manager XYZ Builders Inc. – Los Angeles, CA July 2012 – March 2017 Led the planning, execution and closeout of multiple construction projects, including office buildings, hospitals and infrastructure developments. Controlled project budgets, ensuring projects stayed within the approved financial scope, consistently saving clients up to 15% on projected costs through proactive cost management. Collaborated with architects, engineers and local authorities to ensure compliance with building codes, zoning laws, and environmental regulations. Managed subcontractors, ensuring quality and timely delivery of services, while monitoring work progress and resolving issues that arose on-site. Prepared detailed reports, including progress updates, cost analysis, and risk assessments, for clients and stakeholders. Assistant Project Manager LMN Construction Services – Los Angeles, CA June 2009 – June 2012 Assisted in managing the daily operations of several small to mid-size residential and commercial projects. Coordinated schedules and resources, ensuring subcontractors and vendors adhered to timelines and deliverables. Performed on-site inspections and reported progress to senior project managers. Contributed to budget tracking, including managing and reviewing expenses to ensure projects remained within budget. Certifications Project Management Professional (PMP) – Project Management Institute (PMI) April 2014 LEED Accredited Professional (LEED AP) – U.S. Green Building Council June 2016 OSHA 30-Hour Construction Safety Certification – Occupational Safety and Health Administration February 2018 Certified Construction Manager (CCM) – Construction Management Association of America (CMAA) November 2017 First Aid/CPR Certified – American Red Cross January 2019 ProjectManager Is an Essential Tool for Project Managers Regardless of whether one lands their first job as a project manager or is working their way up the corporate ladder, no matter if they’re involved in construction, manufacturing, IT, professional services, etc., they need to be proficient in project management software. However, not all project management software is created equal. For those looking to use an affordable, flexible and powerful tool, look no further. ProjectManager is award-winning project and portfolio management software with robust Gantt charts, kanban boards, task lists and calendars to give the team the tools they need to do their jobs while managers track that work in real time. Balance Team Workload for Greater Productivity Project managers have to schedule resources to ensure that what they need for their projects is there when they need it. Gantt charts schedule human and nonhuman resources and their costs to help keep to the budget. When onboarding teams, managers can set their availability, including PTO, vacation and global holidays and even skills. This helps streamline the assigning process. Once teams have tasks, toggle over to the team page or color-coded workload chart to see who is overallocated or underutilized. Then balance the team workload right from those pages to keep everyone working at capacity without threatening burnout. Monitor Progress, Costs and More in Real Time Project managers need to deliver projects on time, within budget and keeping quality standards. This is impossible without tools to monitor and track the project in real time. Once a baseline has been set on the Gantt chart, every time a team member logs hours or updates their tasks, it reflects throughout the software in real time. For a high-level overview, the project or portfolio dashboard has easy-to-read graphs and charts collecting key performance indicators (KPIs) such as time, cost, workload and more. Customizable reports go deeper into the data, which can be filtered and shared with stakeholders to keep them informed. Secure timesheets help track labor costs, too, which is necessary to stay on budget. Related Project Manager Career Content For those looking to advance their careers in project management or break into the industry, we have more related content to read. Below are just some of the more recent pieces that have been published on a project management career. ProjectManager is online project and portfolio management software that connects teams whether they’re in the office, out in the field or on the job site. They can share files, comment at the task level and stay updated with email and in-app notifications. Join teams at Avis, Nestle and Siemens who use our software to deliver successful projects. Get started with ProjectManager today for free. This free project manager resume example in Word is the perfect way to get started on your job search. You can change section headings, font color and size to whatever suits you. Download the template now and start customizing it with your own information and style! No matter what level of experience you have, from entry-level to executive, this project manager resume template can be tailored to any role. It offers an organized structure and an easy-to-understand format, so you can make sure the essential information is included. Follow our writing guide to ensure that you present yourself professionally on your resume. Our goal is to showcase your professional journey, positioning you prominently in the realm of project management careers. Dive into the process, maintain a focused approach, and get ready for a compelling journey to success with our tailored resume services! This guide provides you with: A polished, free project manager resume template, ready for download in Microsoft Word. Insightful tips and strategies to transform your resume into a project management masterpiece. Seamless examples to guide you in organizing your resume like an experienced project manager. Also download: Project Manager Cover Letter Sample John Doejohn.doe@email.com(555) 555-5555linkedin.com/johndoe Results-oriented Project Manager with over 8 years of experience successfully leading cross-functional teams to deliver projects on time and within budget. Strong analytical and problem-solving skills, coupled with excellent communication and leadership abilities. Proven track record in managing complex projects across various industries. Senior Project Manager ABC Corporation, New York January 20XX – Present Led a high-impact team of 12 professionals to plan, execute, and close a $5 million software development project for a major client in the healthcare sector, resulting in a 20% increase in customer satisfaction and a 15% boost in company revenue. Developed and implemented a streamlined project management process that reduced project delivery time by 15% and increased resource efficiency by 10%, leading to cost savings of $250,000 annually. Established strong relationships with key stakeholders, facilitating effective communication, risk management, and issue resolution, resulting in a project completion rate of 98% within scope and schedule. Project Manager, XYZ Tech Solutions, San FranciscoMarch 20XX – December 20XX Managed a portfolio of IT projects, including a system integration project, an ERP implementation, and a network infrastructure upgrade, delivering all projects on time and within budget with a combined value of over $3 million. Successfully negotiated vendor contracts, reducing project costs by 10%, and ensuring high-quality deliverables. Collaborated with the sales team to develop proposals and secure $1.5 million in new business through project customization and client engagement. Associate Project Manager TechStart Consulting, BostonJuly 20XX – February 20XX Assisted senior project managers in planning, tracking, and executing various technology projects, gaining hands-on experience in project management methodologies, tools, and best practices. Conducted a comprehensive cost-benefit analysis that identified cost-saving opportunities, which were subsequently adopted, resulting in an annual savings of $50,000 for the company. Master of Business Administration (MBA), NYUMay 20XX Bachelor of Science in Business Administration, NYUMay 20XX Project Planning and Execution Budget and Resource Management Risk Assessment and Mitigation Agile and Waterfall Methodologies Stakeholder Engagement Quality Assurance Vendor and Contract Management Data Analysis and Reporting MS Project, Jira, Trello Leadership and Team Building Communication and Presentation Problem Solving Adaptability Time Management Conflict Resolution Critical Thinking Decision Making Emotional Intelligence English (Native) Spanish (Proficient) Hiking Photography Reading Volunteer Work Travel Now that you have an idea of what to include in your project manager CV, let’s take a look at how to write a good one. Make sure your resume is organized in reverse chronological order. Use bullet points to clearly explain each section of your responsibilities and emphasize any accomplishments or wins. Avoid the overuse of jargon or industry-specific language that recruiters might not understand. Include quantifiable metrics and data points to showcase your success. This could be project milestones achieved, budget savings, or customer satisfaction ratings. Include your address in your contact information to let recruiters get an idea of where you are located in the world. This is especially important if you are applying for work at a different timezone. Mention only the work experience and skillsets that correspond to the job offer you are applying for. This enhances your chances of having recruiters and ATS scanners match you with the job position. Contact Information Professional Summary or Objective Work Experience Education Skills Certifications Achievements or Accomplishments Professional Memberships Languages Publications or Presentations Hobbies/Interests References TipLeave out personal information like marital status, religion, and age. Recruiters have no right asking for them. Having an objective on your resume is essential when searching for a job. As a project manager, you have to summarize your qualities and skills into a few sentences to be able to stand out from the competition. Below are some examples of different project manager resume objectives: IT Project Manager with extensive experience in software development and infrastructure management. Seeking a place where I can use my technical expertise and leadership abilities to effectively complete creative IT projects. Committed to increasing efficiency, streamlining procedures, and encouraging cooperation in order to achieve corporate objectives. Self-driven project manager with a track record of completing difficult construction projects on schedule and under budget. Seeking a challenging position as a project manager where I can apply my experience organizing various teams, efficiently managing resources, and assuring compliance with safety and quality standards. Seasoned Project Manager Assistant with a proven track record of supporting project teams in successful planning, execution, and completion of diverse initiatives. Bringing several years of experience in coordinating project schedules, managing documentation, and facilitating effective communication among team members and stakeholders. Dedicated and compassionate project manager with extensive experience in managing healthcare operations. Seeking a position in the healthcare sector where I can apply my expertise organizing various teams, managing budgets, and implementing process changes to work to achieve high-quality projects that enhance patient care, operational efficiency, and regulatory compliance. Accomplished Senior Project Manager with a proven record of leading and delivering complex projects on time and within budget. Bringing over a decade of experience in strategic project planning, team leadership, and stakeholder management. Recognized for the ability to drive cross-functional collaboration and deliver high-impact results in diverse industries. Results-oriented project manager engineer with a strong engineering background and shown ability to manage complicated projects from start to finish. Seeking a challenging position where I can apply my technical experience, project management skills, and leadership talents to successfully drive engineering projects. Marketing project manager with a creative and strategic mindset who is passionate about developing effective marketing initiatives from idea to implementation. Seeking a challenging position where I can apply my experience in data analysis and cross-functional cooperation to execute meaningful marketing campaigns that increase brand recognition, customer engagement, and revenue growth. The “Experiences” section of a Project Manager resume is the heart of your professional journey, showcasing your track record, skills, and contributions. Here are three fictitious examples of similar positions previously held: Project Manager, TechWise SolutionsJuly 20XX – Present Led a cross-functional team in the successful launch of a groundbreaking software product, resulting in a 30% increase in annual revenue. Managed project budgets, ensuring a 15% cost reduction by optimizing resource allocation and negotiating vendor contracts. Implemented Agile methodologies, improving project delivery speed by 20%. Senior Project Coordinator, InnovateTech Inc.May 20XX – June 20XX Streamlined project documentation, reducing errors and improving team efficiency, which resulted in a 25% reduction in project delays. Facilitated communication among cross-functional teams, leading to a 15% increase in on-time project deliveries. Coordinated the implementation of a Project Management Software, improving project tracking and reducing bottlenecks by 20%. Assistant Project, Stellar ConstructionsJanuary 20XX – April 20XX Assisted in the management of large-scale construction projects, achieving a 10% reduction in project completion time. Developed and maintained project schedules, ensuring timely procurement of materials and resources. Collaborated with the safety team, resulting in zero accidents during the tenure. Your education should reflect the foundation of your knowledge and the relevant coursework that prepared you for a successful career as a project manager. These examples demonstrate the academic and training background necessary to excel in this role. Master of Business Administration (MBA), XYZ University, NYAugust 20XX – May 20XX Bachelor of Science in Engineering (BSE), Civil Engineer, NYAugust 20XX – May 20XX The hard skills section of a project manager’s resume is a crucial component that showcases the individual’s qualifications and capabilities. It provides a clear indication of their competence in handling the technical aspects of project management. This section typically encompasses a range of specific proficiencies, including project planning, budgeting, risk management, scheduling, quality control, and technical tools or software expertise. Excel Budgeting CAD/CAM KPI reading Asana Risk management Construction knowledge Soft skills highlight a project manager’s capacity to inspire and lead, fostering a positive and productive working environment. In an industry where the human element plays a pivotal role in project outcomes, the soft skills section is a testimony to a project manager’s holistic competence and potential to not just manage projects but to excel in doing so. Leadership Team management Problem-solving Communication Time management Organization Empathy Also read: How to List Skills on a Resume There are a variety of job titles that you can use when writing your project manager resume. This can depend on your work background or on the position you are seeking. Examples of job titles of a project manager include construction project manager, program manager, and IT project manager. Here are a few other titles to consider: Senior Project Manager Technical Project Manager Product Delivery Manager Risk Management Analyst Project Coordinator Follow the steps below to download the free resume template in Word format: Click on resume sample in the side menu. This will take you to the top of the page. Click on the Word download link that corresponds with your device. Edit your resume and add it to your job-hunting profile. Send to recruiters! Writing an entry-level project management resume requires careful attention to detail and a strong presentation of your qualifications and experiences. You can create a resume that sticks out to potential employers by following these guidelines. Follow the same tips indicated above. Remember to add relevant degrees and certifications. Include coursework specific to the job position. Add any volunteering you may have done. Include your interests and hobbies if you have space. Download our free project manager resume sample in Word and start crafting your own perfect CV today! On the hunt for a new Project Manager position? We recommended starting the resume writing process by checking out the top-notch Project Manager resume examples from your industry first, to get inspired before you start writing. With hundreds of other Project Managers looking for a new position every day, you want to make sure your resume stands out from the rest by being both informative and intriguing to any hiring manager. Name, Last Name Address Cell Number Email Alternative channel, such as LinkedIn Hiring managers have hundreds of resumes to screen daily and limited time to read them all. Keep your career summary concise and to the point. Put the most relevant information first to capture their attention while they’re quickly scanning your resume. Start your career summary with your years of experience in the industry and the main duties you performed. When deciding what duties to add, use the job description as your guide. For instance, if the job you are applying to highlights leading and motivating team uses those same words and phrases. The more your resume resonates with the job description of keywords, the better fit you will seem. “Results-driven and Project Manager seeking a position with XYZ Construction. Bringing a track record of achieving operational objectives of each project by contributing to the strategic plans and reviews.“ “Seeking a Project Manager position at XYZ Information Technology Solutions. Offers unmatched talents in managing and controlling project scopes and change control processes. Highly skilled in identifying and communicating issues that may cause margin changes and ensuring that all assigned projects are delivered within set deadlines.” “Extroverted and enthusiastic Construction Project Manager with a history in both product management and on-site foreman experience. Highly educated yet down-to-earth and hands-on mentality towards project results.” “An accomplished Agile and Prince2 accredited Project Manager with 12 years’ experience and a proven track record in delivering multi-million-dollar projects within the construction industry. Confident managing the full project lifecycle to achieve delivery on time, within budget and to the agreed quality specifications. Specializes in implementing large-scale process and regulatory permits approval processes with minimal impact on day-to-day operations.“ Results-driven Project Manager with a proven track record of successfully leading and delivering complex projects within budget and on schedule. Strong leadership skills, exceptional communication abilities, and a keen eye for detail. Experienced in managing cross-functional teams and collaborating with stakeholders to achieve project goals and drive organizational success. Step 3: Skills Section Create a dedicated section to showcase your skills that are relevant to the role of a Project Manager. Use clear headings and concise statements to highlight your key abilities. For example: Skills: Project Planning and Execution: Expertise in developing comprehensive project plans, defining project scope, milestones, and deliverables. Proficient in managing project resources, timelines, and budgets to ensure successful project execution. Team Leadership and Collaboration: Strong leadership skills to inspire and motivate cross-functional teams. Proven ability to foster a collaborative work environment, promote effective communication, and build strong relationships with stakeholders at all levels. Risk Management: Skilled in identifying, assessing, and mitigating project risks. Experience in developing contingency plans and implementing risk mitigation strategies to minimize project disruptions. Stakeholder Management: Exceptional stakeholder management skills to effectively communicate project status, manage expectations, and resolve conflicts. Able to build and maintain positive relationships with clients, executives, team members, and external vendors. Problem-Solving and Decision Making: Proficient in analyzing complex problems, developing creative solutions, and making informed decisions. Ability to adapt to changing circumstances and implement strategies to overcome project challenges. Resume Builder? Check out Resume.io’s for only $2.95! Step 4: Work Experience List your work experience in reverse chronological order, starting with your most recent or current position. Provide a brief introduction for each position, describing the organization, industry, and the scope of your responsibilities. Use bullet points to describe your specific duties, achievements, and notable projects. Highlight your project management skills, leadership experience, and any relevant accomplishments. For example: Project Manager, ABC Company (May 2018 – Present) Led cross-functional teams in planning and executing projects, ensuring adherence to project scope, timelines, and budgets. Defined project objectives, deliverables, and success criteria in collaboration with stakeholders. Managed project resources, including personnel, budget allocation, and procurement, to optimize project performance. Facilitated effective communication and collaboration among team members, stakeholders, and clients, resulting in increased project efficiency and client satisfaction. Conducted risk assessments and implemented mitigation strategies to proactively address potential project issues. Monitored project progress, tracked milestones, and prepared regular status reports for management and stakeholders. Successfully delivered projects on time and within budget, exceeding client expectations and generating positive feedback. A PM (Project manager) is responsible for the direction, coordination, implementation, executive, control, and completion of a project while remaining aligned with strategy, commitments, and the goals of the organization. PM is a broad field with different types of project managers with each their specific job description examples: Collaborating with internal and external stakeholders to gather project requirements Determining human capital project needs Estimating project budget and overseeing the budget throughout the project lifecycle Ensuring compliance with industry and government regulations Tracking project timelines, deliverables, and budget management Assessing project risk and proactively resolving issues Facilitating team meetings and following up on action items Defining project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility Ensure resource availability and allocation Perform risk management to minimize project risks Present reports to stakeholders on progress as well as problems and solutions Implement and manage change when necessary to meet project outputs Manage project risks, including the development of contingency plans Manage changes to the project scope, project schedule and project expenses Monitored projects overall progress and use of resources, initiating corrective action where necessary Report and escalate to management as needed Maintaining an awareness of potential interdependencies with other projects and their impact Identify and obtaining support and advice required for the management, planning, and control of the project Create and maintain comprehensive project documentation Conduct project evaluation reviews to assess how well the projects are managed Preparing any follow-on action recommendations Delegate project tasks based on junior staff members’ strengths, skill sets, and experience Attend conferences and training as required to maintain proficiency Perform other related duties as assigned Develop spreadsheets, diagrams and process maps to document project needs Deliver and install technology solutions Help the project team members with the design and development tasks Lead process of issue identification and resolution Manage the risk tracking process Monitored projects and different scopes Oversees strategic plan, monitoring and adapting as needed Reports on project progress, offer viable solutions and opportunities as they arise Implements change practices Lead meetings and set expectations for the project team Maintain budget Reporting on projects and portfolios Daily email checks for correspondence from stakeholders Preparing regular progress reports for project sponsors Making daily tasks lists and delegating responsibility Arranging and leading on regular team meetings Developing deliverable schedules as a roadmap for the construction team Collaborating with engineers, architects, etc. to determine the specifications of the project Utilize implementation and technical consultants engaged on client assignments. From ensuring the correct material turns up before a job, to explaining the work ethics and activities to a colleague Following the project in case, there is a need to handle or supervise tasks Reviewing the project in-depth to determine if everything is done according to plan Dealing with matters arising from stakeholders such as environmental and local community issues Negotiating contracts with external vendors to reach profitable agreements Plan and arrange visits to existing and potential clients, ensuring every client receives sufficient support to enhance their relationships. Ensure clients receive enough support and establish an unbreakable relationship Develop contacts with senior staff, directors and other influential people around you Obtaining permits and licenses from appropriate authorities Co-ordinate required support levels and training Undertaking site checks to monitor progress Plan all construction operations and schedule intermediate phases to guarantee deadlines will be met Supervise the work of laborers, mechanics, etc. and guide them when needed Ensure adherence to all health and safety standards and report issues Looking for a Word Template? See Our 70+ free Word Resume Templates. Step 5: Education Include your educational background, starting with the highest level attained. List the name of the institution, degree earned, and graduation year. For example: Education: Master of Business Administration (MBA) XYZ University, City, State Graduated in 2017 Step 6: Additional Sections (optional) Consider including additional sections to enhance your resume, depending on your specific qualifications and achievements. Some possible sections include: Certifications: Include any relevant certifications, such as Project Management Professional (PMP) or Agile Certified Practitioner (ACP). Technical Skills: Highlight any specific software, tools, or methodologies you are proficient in, such as Microsoft Project, Agile/Scrum, or Six Sigma. Achievements: Showcase any notable achievements or recognition you have received, such as successful project completions, awards, or commendations. Note: When writing your resume, keep it clear, concise, and easy to read. Tailor your resume to the specific job requirements, emphasizing your relevant skills, experience, and achievements. Proofread carefully for errors or typos, and ensure that the formatting and layout are clean and professional. Project Manager Resume Example Downloads in PDF Potential employers love numbers because it makes your experience feel more tangible. When writing your resume, if you can answer the questions, “How much?” or “How many?”, you should include that number in your resume. For instance: How long did the project last? How big was the project team? What was the project budget? No matter how long you have been working in project management, there are a few key things that employers need to know to make sure you are a good fit for their team. The first thing to highlight is the types of projects you have overseen. Examples would be infrastructure projects, software development projects, construction projects, or relocation projects. The types of projects you have worked on needs to be included both in summary at the top of your resume, as well as within each position description. Next, employers want to see the range of budgets you have experience overseeing. There is a big difference between $5k projects and $1.5M projects. Again, this information should be in your summary, as well as your position descriptions. Lastly, employers want to know how long your projects have lasted, and if you are comfortable juggling multiple projects simultaneously. Along with the budget, also give a timeline of the shortest and the most extended project you have worked on in your summary. This means your summary should look something like “Managing infrastructure projects lasting anywhere from 6 months to 2 years and with budgets ranging from $5k to $1M”. [table id=19 /] Project Manager Resume MS Word Download: Project Manager – Word Resume Example.docx