

Chapter 1 : General Manager

General managers don't have an easy job, which is why you should put extra effort into your general manager resume. Though your work will differ depending on the industry, all general managers can expect to adhere to similar standards.

Resume Tips for General Manager When looking for jobs as a general manager, there are several simple steps you can take to make the whole process simpler. Be persistent and determined. When an opportunity arises, always follow it as far as possible. Do not give up until you receive a definitive answer. Average job searches are getting longer and longer, so do not get discouraged. You should figure out what kind of job you are seeking and determine what the best way to achieve it is. There may be hiring practice quirks that are unique to your field. It is your responsibility to know as much as possible. Know what your other options are. You may not be able to find the exact job you are looking for. When this happens, you should already know what other fields will be relevant and beneficial to work in. Always follow up with a phone call. Many applicants are filtered out simply because they never contact the employer again. By taking this simple step, you separate yourself from a great portion of the competition. Make use of online resources. Everything from databases to assessments to interview tips can be found on the Internet for free. Supplement your job search to help increase your chances of being hired. Write your resume in an active way. Focus on the things that you have done, rather than job descriptions, lists of facts, or summaries. In fact, you should start each point in your experiences section with a strong action verb. Think about what your resume looks like at a glance. Are there large, intimidating blocks of text or unused, blank spaces? Because you cannot assume that every employer will read every resume they receive, you should make yours as appealing as possible. Try to be unique. You need to find a way to make your resume stand out from all the others. You should make your content unique, but it can even be effective to simply make your formatting different. There is plenty of information and resume building tools readily available online. This will help your resume be strong, as well as conform with the expectations employers have for it. Make sure you understand what the standard resume format is. If your resume does not line up with the expectations, it may be passed over before anyone even begins reading it.

Chapter 2 : General Manager Resume Samples, Templates and Tips

Based on our resume samples, key qualifications for the job are leadership, decision making, analytical thinking, quality management, teamwork, communication, and computer competencies. General Managers come from various educational backgrounds, and many candidates hold a degree in business administration.

Just about every mid-size to large corporation employs general managers. While the duties of a general manager vary slightly from one business to another, all good general managers possess certain qualities, skills and characteristics. Qualifications, skills and qualities of a good general manager include: Leadership and People Management - attract, motivate, coach and develop team members Project Management - manage successful projects, risks, costs and project teams Financial Management - budget, forecast, review financial statements and manage business metrics Communication - communicate, project voice, speak with senior management and present Business Management - understand strategy, decision-making, work flow and vital business function As you develop your resume, consider the qualifications, skills and qualities of a good manager listed above. We recommend introducing your key job qualifications, including skills and accomplishments, in your summary statement. The summary statement is similar to a career objective. However, where the career objective focuses on the career goals and objectives of the job seeker, the summary statement focuses on the needs of the employer. The summary statement should be no more than a few lines and is placed at the top of the resume just below the contact information. The following is an example of a powerful summary statement for an individual seeking the position of General Manager for a hotel chain.

General Manager General management professional with with over 10 years progressive experience in strategic planning, improving operational efficiency, team building and project management for hospitality industry. Able to quickly understand complex concepts, indentify and solve problems, turn ideas into logical strategies, and implement systems that optimize productivity, decrease vacancy rates and increase bottom line.

Emphasize Your Achievements General managers are leaders, organizers, team builders, project managers and financial specialists, but most of all they are achievers. General managers are hired to produce results. While formal education and training are often required, prior work experience is what an interviewer or hiring manager is looking for. The key to successful general manager resume is emphasizing your achievements. Following your summary statement and area of expertise sections, the rest of your resume should focus on your professional experience and achievements. When presenting your work history, use the reverse chronological resume format. Start by listing your most recent employer and move backwards. Under each employer listed, include your position, location and date of employment. Under this, include a brief line summary of your job responsibilities optional followed by a bulleted list of achievements. The following is a sample resume for a seasoned General Manager seeking employment opportunities in the hotel management sector of the hospitality industry. Able to quickly understand complex concepts, indentify and solve problems, turn ideas into logical strategies, and implement systems that optimize productivity and customer satisfaction, decrease vacancy rates and increase bottom line.

Chapter 3 : Retail General Manager Resume Samples | JobHero

To be a general manager, you must be the kind of leader that people listen to. While that trait will be apparent in a job interview or shadowing day, it is much harder to convey on paper in a resume.

Management Consulting Resume I have spent hours on the final draft that you sent, I also showed it to a dear friend and mentor who has seen X more resumes than I and hired and fired more high level execs than I will ever know, she was quite impressed! Although we have never met you and I am the team that will insure that my family is taken care of. All of this to say that I am extremely pleased with the final product! I have been too close to see how truly efficient and functional the document is. You fit a tremendous amount of "stuff" in a pretty concise package. You delivered a product that proves that you too have that understanding but more importantly know how to make us feel and look as unique as we are. The resume is outstanding, type style, layout, conciseness and its packed with good quality writing. I am very pleased. Again thanks for everything, you will get referrals, and if its okay I will keep you posted on my success. The design is very professional and readable. The quality of the resume was far beyond anything that I could have ever created myself. This was my work experience, but Nancy gave my resume a life of its own. I would highly recommend your services. I really never thought that I would need a resume writing service, but its amazing what a professional writer can accomplish. Her questionnaire took a great deal of time but was critical in enabling her to do her work well. Perhaps the greatest compliment I can pay her is that before I hired her, I had just had my resume rewritten by another writer who has written a book on executive resumes, and that resume was not nearly the quality of her work, with an executive recruiter I know letting me know that her version was "MUCH better". My only reluctance in providing this testimonial is that it will encourage others to utilize her services, decreasing my "edge" over other candidates by having a resume prepared by Ms. My resume is something out of this world! Yes indeed, I am more than grateful for what you did for me. I have already shown it to a number of people in this country; people who are planning moves to the USA. Your website, your name, your numbers are all readily being tossed around here, and I hope these people will soon be contacting you and your company. Thank you once again for a super superior resume! Personal, Top-Quality, Affordable Service.

Chapter 4 : Sample Resume General / Operational Manager - Manufacturing

General Manager Resume Tips and Samples General management is one of the most traditional and in demand positions held by managers throughout the world. Just about every mid-size to large corporation employs general managers.

Resume Tips for General Manager Finding jobs as a general manager is not always easy. Follow these five tips to make the process go a little smoother: Turn to your network. Talk to people in your network to find out about job opportunities, get in touch with hiring managers and learn more about the job market through informational interviews. Do some leg work. In order to successfully find a job, you have to do some work before you start. Figure out what sort of positions you want to apply for. Do some research regarding the job market, resume writing and the interview process. Come up with an organizational plan. Properly preparing before you start can make a huge difference in your search. Because the process can take so long, it is easy for jobseekers to stop following up on leads. Make sure to always communicate with potential employers until you get a definitive answer about the job in question. There are a lot of tools available to you online. You can look at job posting sites and company websites to find out about opportunities. You can use social media to connect to potential employers. You can even use online interview and resume writing guides. Really consider your options. Many people looking for jobs as a general manager forget to consider all of their options. You can either get a similar job in the same industry, get a different job in the same industry, get a similar job in a different industry or get a different job in different industry. Consider your skills and what you like to do as you try to decide which of these options is best for you. Use these tips to create a document that will catch the eye of potential employers: Focus on the reader by including information that is important to the employer, such as your past experience, the skills you have and the personality traits that make you right for the job. Create a reader-friendly document by focusing on format, using headers, keeping the text flushed to the left and using no more than two different fonts. Discuss your experience in terms of accomplishments rather than day-to-day duties to keep it from sounding like a job description. Include plenty of contact information, such as a website, the city and state you live in, a phone number and an email address. Include metrics when possible to help set yourself apart from other candidates and give the hiring manager an easy way to compare you to your peers.

Chapter 5 : General Manager Resume Sample + 5 FAQs Answered by Pros| Resume-Now

Use our general manager resume example for more inspiration as you build your new resume. General Manager Advice To be a successful restaurant general manager, you'll need experience in the restaurant business, managerial skills, and a compelling resume.

Your resume is essentially your elevator pitch. A carefully constructed resume makes it easy for the hiring manager to identify you as a strong candidate. The skills required to manage a restaurant are different from those required to manage a boutique clothing store, so you need to tailor your resume to your target position. You can do this by calling attention to areas where your experience overlaps with the job description. For example, if the job description mentions a fast-paced environment, your resume should include any past experience in high-pressure positions. Regardless of the industry, your general manager resume should include a reference to your supervisory experience. Refer to our general manager resume sample for inspiration as you craft your own knockout resume.

General Manager Resume Questions 1. How should you structure your general manager resume? Ultimately, a resume should have five primary components. Your name and contact information need to go in the header. A summary statement should follow this, which is basically an elevator pitch that showcases your skill set and relevant experiences. Next, you need to list your skills and then your two or three most recent work experiences. Although our general manager resume sample does not have an education section, you should typically include one that at least mentions your most recent degree. What technical skills should you put on a general manager resume? There are numerous technical skills managers need to have, including a familiarity with scientific, database user interface, and customer relationship management software. General managers should also know how to use surface testers, photocopiers, desktop computers, and magnetic strip readers. Other general hard skills to add include bookkeeping, graphic design, computer languages, and copywriting.

How do you write the experience section of your general manager resume? The work experience section should contain two or three of your most recent job positions. Each individual position needs to have between five and eight bullet points talking about your relevant duties. You also want to include the dates of your employment, the title of the position you held, and the name of the company you worked for. When possible, you should take the lead of our general manager resume sample and add quantifiable details to your responsibilities.

How do you list schools in a general manager resume? Although the general manager resume sample does not include an education section, most people will want to add one to their own applications. When writing an education section, you want to focus on your most advanced degrees. If you have obtained a college degree, then there is no reason to talk about your high school diploma. You also want to avoid dates in the education section. If you graduated in the last year, then you can include the date you obtained your degree because it will explain why you do not have a lot of work experience.

How do you describe achievements on your general manager resume? The point of including job accomplishments is to draw attention to your best skills. If you want to add an entirely new section dedicated to achievements, then you can certainly do so. This section can include specific honors, but you can also illustrate key skills with facts and figures from your professional background. Triumphs can also include praises you received from your boss and promotions you earned. For a managerial position, you certainly want to present an arc in your resume. You can show how you started at an entry-level position years ago but worked your way up to being a manager. Make your next personalized job application through our resume builder. Also need help creating your General Manager cover letter?

Chapter 6 : Best General Manager Resume Example | LiveCareer

General manager resume sample. This results-driven resume format highlights your management skills and strengths. Include your own information in this template to develop a powerful resume for the management job opportunity.

Appointed a seat at the Board of Directors meetings and serves as co-chair. Reduced annual cost of Ferry operations. Saved cost by restructuring facilities management operations to hire skilled trades instead of contracting out. Performs semi-annual competitive analysis on competing clubs, providing alternatives to the Board and Committees. Coordinates the development of all departmental operating and annual capital budgets that are presented to the CEO and Board of Directors. Closely inspects financial statements and works with CEO to identify and correct negative trends. Offers advice and research recommendations to the Board of Directors and Committees about construction, refurbishments, maintenance, materials, suppliers, equipment and services that are not included in member approved budgets. Guarantees the club is operated in accordance with all applicable local and provincial laws. Assisted with the development of the clubs strategic plan and long-term capital reserve study 20 year. Ensures that the club is offering the highest standards for food, beverage, sports, member events and other club services. Approves policy and procedure directives written by managing directors that also proactively provide legal protection. Negotiates and make recommendations to the Board and Committees for contracts. Restructured several departments to help the senior management team produce one of the most profitable fiscal years in over a decade. Assisted the Board of Directors with all preparation material for the clubs annual general meeting of members. Dealt with several member infractions with positive outcomes, providing mentorship when needed. Chaired weekly senior manager meetings to keep the team focused on Board directives and financial targets. Worked with Human Resource manager at developing and implementing several policies that protected the club from potential workplace liability. Direct oversight to all capital projects to ensure that they were completed on time and on budget. Built proven track record of successfully dealing with a variety of legal matters in all areas of business. More Manager Resume Examples.

Chapter 7 : General Manager Resume Examples {Created by Pros} | MyPerfectResume

General Manager Resume Samples Writing a great General Manager resume is an important step in your job search journey. When writing your resume, be sure to reference the job description and highlight any skills, awards and certifications that match with the requirements.

Played pivotal role in hiring, training and discipline of hotel staff. Ensured guest satisfaction through reviews and surveys. Assisted with various duties such as greeting guests, check-in and dispute resolution. Wrote regular reports, handled banking transaction and performed other management duties as needed. Handled cash and credit card transactions, entered information into hotel database, resolved customer issues. Cleaned front desk area and lobby, refilled supplies, performed numerous activities as required. What goes in the qualifications section of a general manager resume? The qualifications section of your resume should list six to eight of your top skill sets. As you can see from our general manager resume sample, every skill you list should be relevant to the job for which you are applying. Consider listing such proficiencies as managing staff, supervising business operations, and resolving conflicts. It is also a good idea to include a few key skills the job description lists to grab the attention of hiring managers as they skim through this part of your document. How do you write a summary statement for a general manager resume? Position your summary statement at the top of your resume, beneath your header, as exemplified in our general manager resume sample. Your summary is similar to an elevator pitch—it should emphasize your top relevant management skills, experience, and achievements to convince hiring managers to continue reading your resume. Use our experienced resume builder for help constructing your professional summary and every other part of your resume. With just a few steps, you can build a document ready to wow hiring managers. What should you do to make sure your general manager resume makes it past an ATS? An applicant tracking system is a screening software many companies use to weed out irrelevant resumes before they reach hiring managers. Avoid using keywords too many times, as this may result in your resume failing an ATS. In addition to including the skills you find in our general manager resume sample, such as communication and staff development, you may need to show hiring managers you possess digital skills in computer databases, banking software, or social media account management. You can include these skills in your professional summary, core qualifications, or experience section. What should go in the experience section of your general manager resume? As our general manager resume sample shows, your experience section should detail the responsibilities of prior jobs. Include the official title of each position, the name and location of the company or business, the dates of your employment, and at least three descriptions of your duties. Avoid making this section a laundry list of boring responsibilities. Include metrics as well. How many employees did you manage? Numbers, figures, and percentages give employers a better idea of your capabilities and accomplishments.

Chapter 8 : General Manager Resume Sample: General Manager Resume Example

Resume» Manager Resume» General Manager Resume General Manager has wide, on the whole responsibility for business. Whereas manager may be accountable for one practical area, the General Manager is accountable for all the areas.

Chapter 9 : General Manager Resume Samples | JobHero

General Manager Resume Sample Three is one of three resumes for this position that you may review or download. Additional Executive Resumes are available in our database of 2, sample resumes.