

EVENT PLANNER RESUME TEMPLATE

Name:

Address:

Phone:

Online links: Social Media pages, website, portfolio etc.

TIP> Always remember your LinkedIn

Statement (about your niche or specialty):

TIP> Use this space to customize something that fits the culture of the organisation you are applying to. If they are entrepreneurial, for example, mention that in your statement. Use the job listing and their website to deduce what's important to them.

Traditional Example:

"Innovative event planner specializing in corporate sales meetings for Fortune 1000 companies."

Adapted Example (in this case, a children's party planner):

"Passionate event professional driven by the sometimes toothless grins of my clients."

TIP> Keep it short and sweet but full of info and hirers are less likely to skim over it.

Experience (paid and unpaid):

TIP> List your job experience in the following format:

Logistics: Job Title • Company • City company is located in • Dates worked (if you're still working there list the date you started-Present)

Responsibilities: Bullet points (3-4 for each job)

TIP>

Select examples that illustrate you performing tasks that are critical to the job description/position. Current jobs should be in present tense, past jobs in past.

Current Job Example:

"Plan and execute 10 corporate meetings for 500 people each a year"

Past Position Example:

"Organized two annual fundraisers, exceeding goals each time by 20%"

Note how each job has numbers and percentages, these specifics are key at defining your knowledge in previous roles as well as your accuracy. You should be able to be detailed, they were your past positions and this will come up at an interview stage, particularly when talking about event goals, marketing or sales.

TIP>

Use words that show you can do the job and pair them with examples of how you did to emphasize your point and ring true with a potential employer. Key words or phrases include:

- Flexibility
- Multi-tasking
- Problem-solving
- Overcoming obstacles
- Strategy
- High-level/critical thinking
- Hard working
- Passionate
- Teamwork
- Creative
- Innovative

Education and Technical Knowledge (formal and technical):

You should also be including; continuing education, self education and technical expertise.

Use clear formats such as:

"ABC University, B.A. in Marketing, Date of attendance from-to/or year graduated"

TIP>

In the U.S. it's common to list the dates of attendance but it is your right to keep them off and your employer cannot require that of you.

Then include specifics within the modules or elements you studied, for example:

“Extensive use of:

- Event technology 1
- Event technology 2
- Marketing technology, coding, etc.”

Professional Affiliations and Certifications:

TIP>

Add your professional affiliations and your personal affiliations/volunteerism if they apply to the role. For example:

- Certified Meeting Professional (CMP)
- Meeting Professionals International, member
- Children's Hospital, volunteer auxiliary fundraiser

TIP>

This is also a good place to share your passions if they are relevant. For example, someone applying for an event tech role that spends a lot of time at clubs, hobbies or tech events will show they have the initiative and drive outside of work too.

THE COVER LETTER

Finally, don't ignore the power of the cover letter or the email that accompanies your resume. This is a place to shine and tell your story. Just as you figure out what a client wants by listening and reading between the lines, do the same for a prospective employer. Customize your cover letter and resume to that culture and what they're looking for.

And always, always proof your resume!

Typos are a one-way ticket to the circular file or the shredder.