**Sample Radio Producer Resume Template**

**Resume**

**Personal Information of the candidate:**[In this section, carefully mention the personal individual details]

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_

Phone Number 1: \_\_\_\_\_\_\_\_\_\_

Phone Number2: \_\_\_\_\_\_\_\_\_\_\_

E-mail id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Objective:**

Willing to serve as a radio producer in a reputed organization where I can utilize the best of my knowledge and skills in order to get impressive career growth

Academic Details:

* I have received bachelor’s degree in \_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the college/ institution] in the year of \_\_\_\_\_\_\_\_\_ [write about the year of passing]
* Obtained Master’s degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_ [name of the university] in \_\_\_\_\_\_\_ [mention the year of passing]

**Employment Background:**

* \_\_\_\_\_\_\_ [mention the years of tenure] \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the employer origination]

I started my career with \_\_\_\_\_\_\_\_\_\_\_ [name of the company] company as \_\_\_\_\_\_\_[ job post]

* \_\_\_\_\_\_\_ [write about tenure served in years] \_\_\_\_\_\_\_\_\_ [name of the employer organization]

Worked as \_\_\_\_\_\_\_\_\_\_\_\_\_[ job profile]

**Professional job duties:** [mention responsibilities performed by the contender during his/ her job tenure]

* \_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of skills:**[specify the professional skills, knowledge and abilities of the applicant]

* A self motivated team player, hard-working and creative
* Effective problem solving and management skills
* Impressive negotiation abilities
* \_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_

**Awards: [**impressively pen out the received awards and honours**]**

* I have received “\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “[name of the award] for my contribution in the growth of Broadcast Media
* I was awarded with “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” [write the name of the award] from \_\_\_\_\_\_\_\_\_\_\_ [name of the institution or club] for innovative production research.