

# Natalie Jones

Professional Job Title

+012-345-6789  
New York, NY  
natalie.jones@gmail.com  
linkedin.com/in/natalie.jones

Try to make this section fit the job description you are applying for. Write short, compelling text, trying to cover all requirements in four to five sentences. Describe your experience and achievements and show your key abilities. Hiring managers want to know how you will provide value to the company.

## SKILLS

**Professional:** Communication | Negotiation | Collaboration | Build Relationship | Coaching | Market Knowledge | Sales Planning | Develop Budgets | Analytics | Meeting Sales Goals

**Technical:** Microsoft Word | Microsoft Excel | Adobe Acrobat | Google Ads | Google Analytics | Trello | Tech Skill 1 | Tech Skill 2 | Tech Skill 3 | Tech Skill 4

## WORK EXPERIENCE

**Position Title Here**

08/2019 – Present

Company | Location

This main paragraph can be utilized to summarize the position, the work you have done, or to give a short description of the company. You can also omit this paragraph and move directly to the bullets.

- Use up to 5 job description bullets for each position.
- In each bullet point, attempt to show achievement in your resume, not responsibility. Introduce experience related to the position you are looking for and eliminate all other information.
- Your current job should have the most bullets and the most detailed information. When going back in time, limit the number of points in the job description and add only the most relevant responsibilities and achievements.
- Use powerful resume action words on all bullet points, such as delivered, managed, promoted, achieved, etc.
- Do not write down all the tasks you perform. Make every key point of your resume win its place.

**Position Title Here**

07/2016 – 08/2019

Company | Location

This main paragraph can be utilized to summarize the position, the work you have done, or to give a short description of the company. If the company is fairly unknown, but it cooperates with well-known brands – you ought to mention it.

- Your resume should only use simple words and phrases.
- The work experience part of the resume is the basis that makes you eligible or ineligible to participate in the interview or the next step in the recruitment process.
- It is not advisable to write explanations, comments, references, etc. Only state pertinent dates, information, and achievements.

## EDUCATION

**Master's Degree in Major**

2014 – 2016

Institution or university | Location

**Bachelor's Degree in Major**

2010 – 2014

Institution or university | Location

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**Position Title Here**

10/2014 – 07/2016

Company | Location

- Your resume should only use simple words and phrases.
- Do not copy any words in the service description, and phrases should be written by your own hand, not copied from online sources.
- It is not advisable to write explanations, comments, references, etc. Only state pertinent dates, information, and achievements.

# NATALIE JONES

*Professional Job Title*

## **Position Title Here**

*03/2012 – 10/2014*

*Company | Location*

- Your resume should only use simple words and phrases.
- Do not copy any words in the service description, and phrases should be written by your own hand, not copied from online sources.
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- It is not advisable to write explanations, comments, references, etc. Only state pertinent dates, information, and achievements.

## **Position Title Here**

*05/2011 – 03/2012*

*Company | Location*

- Your resume should only use simple words and phrases.
- Do not copy any words in the service description, and phrases should be written by your own hand, not copied from online sources.
- It is not advisable to write explanations, comments, references, etc. Only state pertinent dates, information, and achievements.

## **Position Title Here**

*05/2010 – 05/2011*

*Company | Location*

- Your resume should only use simple words and phrases.
- Do not copy any words in the service description, and phrases should be written by your own hand, not copied from online sources.
- It is not advisable to write explanations, comments, references, etc.

## EDUCATION

### **Master's Degree in Major**

*2008 – 2010*

*Institution or university | Location*

### **Bachelor's Degree in Major**

*2004 – 2008*

*Institution or university | Location*

## PROFESSIONAL DEVELOPMENT

### **Workshop, Course or Additional Training**

*15 – 17 March 2018*

*Organization or company | Location*

### **Workshop, Course or Additional Training**

*05 – 12 August 2016*

*Organization or company | Location*

## EXTRA

### **Award, Achievement or Honor**

*25 July 2020*

*Organization*

### **Volunteer Experience, Extracurricular Activity**

*18 September 2019*

*Organization*



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**Date Here**  
**Winston Garrett**  
**Hiring Manager**  
**Company Name**

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Dear Mr. Garrett (or Dear Hiring Manager):

The opening paragraph of the cover letter should incorporate the job title and position you are applying for, as well as where you encountered the job listing or posting. Make clear what interested you in that role and specific company. This will let the company know that you are applying out of true interest and that you have completed necessary research on the position and company.

The second paragraph of the cover letter will provide a succinct overview that takes into account your background and its correlation to the company and position you are applying for. This is the portion of the cover letter that will list and emphasize skills, attributes, achievements, and anything else that makes you a prime candidate.

The next paragraph of your cover letter should emphasize an additional yet relevant achievement or skillset. Avoid repeating information given in your resume, and instead work on fleshing out particular instances that demonstrate your capability to fill the role in a seamless manner.

The final paragraph of the cover letter should provide a brief summary of why you are applying and what makes you the perfect candidate for the position. Let the person or company know you look forward to their response and will be on the lookout for their reply and any next steps that come with it.

*Sincerely,*  
**Natalie Jones**

# Natalie Jones

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## REFERENCES

**Orville Mathis**

*Job Title | Company name*  
+012-345-6789  
reference.mail@gmail.com

**Ricardo Evans**

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**Alice Medina**

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**Nicole Allison**

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