

FULL NAME (PRONOUNS/OPTIONAL)

City, State, Country | Email | Phone Number

EDUCATION

UNIVERSITY OR RELEVANT EDUCATION

Start - End Years

Degree Level and Major

Honors/Distinctions

Extracurricular Activities

EXPERIENCE

JOB TITLE

MAY 2020 - PRESENT

Company Name

- List your relevant responsibilities, separate by bullets
- Highlight relevant notable achievements if applicable, for example Top District Sales Person
- Aim for 4-5 bullets for each job
- Copy and paste this section to include more work experiences
- Order most recent experiences first

JOB TITLE

JAN. 2018 - MAY 2020

Company Name

- Feel free to include customer service experiences prior to more specialized positions if they were not like fourscore and seven years ago
- Try to make all bullet points concise - employers spend like 20 seconds looking at resumes
- Employ 'professional' vernacular - instead of saying "I helped customers" you can say "Assisted clientele with product selection and responded to inquiries". Instead of "I answered phone calls and emails" you can say "Corresponded with potential clients to provide assistance, relevant information, and connect them to the appropriate department", etc
- Try to avoid using contractions; instead of "would've" use "would have"

COMMUNITY INVOLVEMENT

List things you do in the community such as volunteer work. Try to avoid adding religious and political groups.

SKILLS AND INTERESTS

Skills: Convey to your potential employer the relevant areas you are skilled in, this can include things like Microsoft Office, WPM typing speed if relevant, Software relevant to your position such as Photoshop for graphic designers. Cold calling can be a skill, as can PDF conversion, social media management, etc. The type of skills will depend on your target profession; you should ALWAYS tailor your resume to the position to which you are applying based on the job description!

Interests: This section is optional; it shows the employer that you are a human and not just a piece of paper. Be as quirky as you feel is genuine to yourself, it will help you stand out. You can include things like hiking, painting, skydiving, foreign films, traveling, etc.