

FIRST LAST

1 Address First Line, Memphis, TN | P: 123456789 | first.last@resumeworded.com

PROFESSIONAL SUMMARY

This details what you've already accomplished in your work history. Use this section to elaborate on projects you were apart of, volunteer opportunities you completed, or community service projects that you led out in. This section should grasp the reader and sell your skills well enough to land the interview.

ADDITIONAL SKILLS

Here is where you list any technical (hands-on) skills you may have such as ability to write code, SQL, or cash handling experience/POS. You will also need to include some soft skills such as attention to detail, critical thinking, or expert problem solver.

EXPERIENCE

XYZ & CO. – Memphis, TN

Senior Analyst, Business Development & Operations

Apr 2017 – Present

- List at least 3-5 bullet points that will describe what you did at this job.
- Make sure you quantify your results. Don't be afraid to estimate numerical values, it's not expected that you know exact numbers.
- Be sure to list relevant duties and results that match the job you may be applying for.
- You may have to tailor your resume each time depending on the type of job you are applying to.

Your Company – Memphis, TN

Associate Product Manager

Apr 2013 – Jun 2015

- List at least 3-5 bullet points that will describe what you did at this job.
- Make sure you quantify your results. Don't be afraid to estimate numerical values, it's not expected that you know exact numbers.
- Be sure to list relevant duties and results that match the job you may be applying for.
- You may have to tailor your resume each time depending on the type of job you are applying to.

WorkHere, Inc. – Memphis, TN

Analyst

June 2011 – May 2013

- List at least 3-5 bullet points that will describe what you did at this job.
- Make sure you quantify your results. Don't be afraid to estimate numerical values, it's not expected that you know exact numbers.
- Be sure to list relevant duties and results that match the job you may be applying for.
- You may have to tailor your resume each time depending on the type of job you are applying to.

EDUCATION

Completed Education University- Memphis, TN

May 2011

List your completed education only (High School Diploma, Associates, or Bachelor's in ABC)

Here you can list any honors or awards you received in school, if applicable