N

YOUR

📱 1-123-1234-123

✉ email@email.com

🏠 City, State

in linkedin_username

EDUCATION —

DEGREE NAME
//University College Name
City, State, Country
YEAR-YEAR

DEGREE NAME
//University College Name
City, State, Country
YEAR-YEAR

CORE SKILLS —

Conflict Management

Professionalism

Time Management

Collaborative//Teamwork

Project Planning

COMPUTER —

Microsoft Office

Adobe Photoshop

Social Media Literate

YOUR
NAME

PROFESSIONAL TITLE

SUMMARY —

Write a summary about your qualifications and skills. Things you can mention: Number of years of experience in the field, relevant credentials, training, or education, an accomplishment that directly relates to the objective, a quality of yours aligning to what the company is looking to hire. Your resume is your best marketing tool – so be sure to put your best face forward.

PROFESSIONAL EXPERIENCE —

PROFESSIONAL TITLE
Company Name — City, State, Country   *YEAR-YEAR*

- Always highlight your strongest accomplishments first; do this before listing your basic responsibilities or daily tasks.
- Give quantifiable examples of your achievements – "real" numbers – like positive statistics, customer ratings, or profit increases.
- An example of profit increasing would be – 40% improvement of monthly sales increased through self-developed marketing techniques.
- While being simple, direct, and as powerful as possible – your resume must be easily understood by the average reader.

PROFESSIONAL TITLE
Company Name — City, State, Country   *YEAR-YEAR*

- An accomplishment is a solution you created, an action you took, or a contribution you made that had a positive impact - list these here.
- State what are you most proud of at work, what do you do better than other employees, why you were a strong asset to the company.
- Employers are looking for evidence that you will succeed in the job position and fit in with the company - prove to be the best candidate.

PROFESSIONAL TITLE
Company Name — City, State, Country   *YEAR-YEAR*

- Any skills listed on your resume need to be substantiated in an interview - always be truthful with your work skills and history.
- Your resume must capture the employer's attention right away - you have roughly 15-20 seconds to make an impression.
- Always proofread your resume, your grammar and spelling must be perfect - one mistake could have your application thrown out.
- Describe a challenge, problem, or obstacle that you faced, what you did to resolve the issue, why you did it, and the challenges you faced.