

# YOUR NAME

## PROFESSIONAL TITLE

555.555.5555 · youremail@mail.com · City, State · LinkedIn.com/in/yourusername

### SUMMARY

Check out my 70-page guide, "Strategies for a Successful Job Search," to complete your resume with the best results! This Profile Summary section showcases your most impressive experience, skills, and achievements (read more on page 39). In the first sentence, quickly market yourself with your highest job title, including main responsibilities and years of experience. Then, tell them about your top skills and professional accomplishments and quantify them with numbers to prove your value.

### SKILLS

Microsoft Office	Team Leadership	Public Speaking	Excellent Communication
Process Improvement	Project Management	Hit "Tab" on the keyboard	To jump to the next position

### PROFESSIONAL EXPERIENCE

#### POSITION TITLE HERE

Company | City, State | Date - Date

- Tailor your resume using keywords from the job posting (page 10). You don't need to tailor your resume to every single job posting. But you need to create different resume versions if you are applying to different types of roles.
- You need to show that you would go above and beyond to create the most value for the company (page 16).
- Write about your professional achievements instead of boring and generic daily tasks (page 19).

#### POSITION TITLE HERE

Company | City, State | Date - Date

- To showcase your performance, your bullets should begin with an action verb (page 23).
- Prove your accomplishments with numbers because it's better to show than to tell (page 29).
- It's a good idea to order bullets, skills, and qualifications based on their value or relevance to the job description.

#### POSITION TITLE HERE

Company | City, State | Date - Date

- Read about general rules for resume content on page 36 and quick tips on page 42 for optimizing the Experience section.
- List your degrees from the highest to the lowest level (more tips for the Education section on page 40).
- More tips for the Contact Information section can be found on page 37.

### EDUCATION

DEGREE TYPE & MAJOR | Your University, City, State

Date - Date

Additional information (GPA, relevant courses, etc.)

### ACHIEVEMENTS & VOLUNTEER EXPERIENCE

#### AWARDS OR ACHIEVEMENTS, OR HONORS

Date

University or Organization, City, State

#### VOLUNTEER EXPERIENCE

Date

University/Company/Organization, City, State