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| --- | --- |
| [YOUR NAME] [Industry job title] | [Your email address] [Your phone number] [Your city and state] Optional: [LinkedIn, personal website or other relevant links] |

### RESUME SUMMARY

Driven [industry job title] with [X] years of experience in [industry/niche that relates to the job description]. Highly proficient in [top skill/experience relevant to the job #1], [top skill/experience relevant to the job #2] and [top skill/experience relevant to the job #3]. Capable of [relevant skill/experience #4] and [relevant skill/experience #5] to meet business objectives.

### SKILLS

|  |  |
| --- | --- |
| * List 8-10 resume skills using bullet points * Tailor the skills to the job description | * Combine a good mixture of hard skills (like languages, Microsoft Excel or Adobe Creative Suite etc.) and soft skills (like communication skills, interpersonal skills or problem-solving skills) |

### WORK EXPERIENCE

#### Most Recent Job Title | Start Date - End Date/Current

Company Name | City, State

* Include three to five bullet points per job title
* Highlight up to 10 years of relevant work experience
* Focus on key accomplishments with positive results instead of daily tasks
* Add numbers or metrics to your accomplishments to make them stronger
* If you’re currently working at this job, start your sentences in present tense (e.g., “Collaborate with…,” “Create…” or “Manage…”)

#### Previous Job Title | Start Date - End Date

Company Name | City, State

* Use action words at the beginning of each sentence to make them more impactful
* Past roles should be written in past tense (e.g., “Collaborated with…,” “Created…” or “Managed…”)
* Make the bullet points concise and straightforward
* If you’re writing a resume with no work experience, include relevant internships, volunteer work or extracurricular activities

### EDUCATION

#### Degree Name, Major University, Location | Start Date - End Date

* You can create additional sections to list relevant certifications, awards or honors you have received
* Make sure that this additional information relates to the job