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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] |

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| 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 t o the job #3]. Capable of [relevant skill/experience #4] and [relevant skill/experience #5] to meet business objectives.  |

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| 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)
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| Experience | Most Recent Job Title | Start Date - End Date/CurrentCompany 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 DateCompany 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
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| Education | Degree Name, Major University, Location | Start Date - End Date* Include honors if they’re relevant to the job and add value to your job application
* Only include your GPA if it’s 3.6 or higher
* List relevant coursework if you don’t have enough work experience
* If you graduated more than 10 years ago, you don’t have to include the graduation date
* Job seekers with higher education don’t need to include their high school diploma
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| Certifications/Awards/Honors | * 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
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