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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.   |  |  | | --- | --- | | 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  |  |  | | --- | --- | | 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 | |  |  | | --- | --- | | 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)   |  |  | | --- | --- | | 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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