**FIRST & LAST NAME**

Layout: No smaller than 11pt in Times New Roman or Arial font. Margins no smaller than 0.5 inches all around. Resume can be two pages if your information is relevant to the job and takes up at least ½ of the 2nd page.

City, State Zip Code

(555) 555-5555

[email@email.com](mailto:email@email.com)

**OBJECTIVE**: Insert a “hook” statement with the job you are applying for as well as a summary of why the prospective employer should choose you as a candidate

**HIGHLIGHTS OF QUALIFICATIONS**

* Number of years of experience in the corresponding industry
* Insert a statement about tasks you have experience with that are relevant to the job (Ex/ “Expert at designing and implementing social media campaigns via Instagram and Facebook”)
* Insert a statement about technical skill sets you possess (Ex/ Microsoft Office Excel, Adobe Photoshop)
* Insert a statement about soft skill sets you possess (Ex/ Customer service, acting as a liaison between ABC and DFG departments)

Tailor this section to each job description! Use key buzzwords from the job description that are applicable to you. Ask yourself, “What would you want to see if you were hiring for this job opportunity?”

* Insert a statement about multi-lingual abilities if applicable

**PROFESSIONAL EXPERIENCE**

COMPANY NAME, CITY, STATE DD/YY- DD/YY

**Job Title**

* (What was the problem? What was your solution? What results were seen as a consequence of your actions? Did the result correspond with an increase in sales, productivity, efficiency, or any other achievement?)
* (Did you establish any new systems or changes?)
* (Did you help to establish new goals or objectives for your company?)
* (Did you undertake a project that was not part of your original responsibility because you wanted to solve the problem?)
* (Did you improve any particular aspect of your job, your department or your employer?)

In each of the above bulleted statements, follow the formula: POWERFUL ACTION VERB + JOB TASK(S) = RESULT

COMPANY NAME, CITY, STATE DD/YY- DD/YY

**Job Title**

For past jobs, use past tense verbs.

* Powerful action verb + description of job task(s) = quantitative or qualitative result of job task(s)
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COMPANY NAME, CITY, STATE DD/YY- DD/YY

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**EDUCATION**

If you have a college degree, including high school is unnecessary. If you have attended more than 10 years ago, leave dates off.

NAME OF COLLEGE Expected: DD/YY

**Title of degree**

**NOTE: Typically, work history should cover the past 10-15 years with dates. For relevant experience prior to that, start a new section titled “OTHER RELEVANT EXPERIENCE” and continue in the same format without the dates.**