First & Last Name

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**

1. This section will include relevant skills and experiences utilizing the job description of the job or internship you are applying to
2. Number of years of experience in the corresponding industry
3. 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”)
4. Insert a statement about technical skill sets you possess (Ex/ Microsoft Office Excel, Adobe Photoshop)
5. Insert a statement about soft skill sets you possess (Ex/ Customer service, acting as a liaison between ABC and DFG departments)
6. Insert statement about multi-lingual abilities if applicable

##### PROFESSIONAL EXPERIENCE

#### Relevant Skill/ Experience

1. Insert what you did, how you did it, and the outcome
2. **What** “Established long-term relationships with clients…”
3. **How** “… by following through on commitments…”
4. **Outcome**… “which resulted in a 32% average increase in personal sales for three consecutive quarters”
5. **Use Formula**- POWERFUL ACTION VERB + JOB TASK(S) = RESULT

#### Relevant Skill/ Experience

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

##### EMPLOYMENT HISTORY

Employer, City, State **Job Title** Month/Year – Present

Publishing Today, Valencia, CA **Secretary** 01/09 – 05/12

##### EDUCATION

Name of School, City, State

**Name of Degree** Received or Expected: Month/Year