Name

your professional title

profile

contact

000 000 0000

youremail@mail.com

Street Name, City

linkedin.com/in/ username

This is the area where you briefly describe your professional career. Let the potential employer know why they would want to hire you. Use this section for particular career highlights, collaborations or stepping stones to where you are now as a professional. Let’s make it concise and get attention! If it’s written well, it will inspire and compel them to read the rest of the resume.

EXPERIENCE

education

Job Title

Company Name, Location | Date – Present

Give a short paragraph to describe the position then list your achievements and responsibilities. Make sure your information is relevant to the role you are applying for. Don’t forget to describe your company if it is not well-known.

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Job Title

Company Name, Location | Date – Date

Use firm numbers that the employer will understand and be impressed by. For example, how many people you supervised, how many products you sold, by what percentage you increased sales, etc.

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Job Title

Company Name, Location | Date – Date

Be sure there are no spelling or grammar mistakes. Have someone else read it over as well. A simple spelling mistake on a resume can give a negative impression to the employer. It can even prevent you from getting the job.

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master’s degree,

Name of University

2013 – 2015

bachelor’s degree,

your major

Name of University

2008 – 2012

key SKILLS

* Content Marketing
* Project Management
* Brand Development
* Team Leadership
* Content Development
* Writing & Editing
* Budgeting and Planning
* Public Relations
* Customer Support
* Interpersonal Skills

Job Title

Company Name, Location | Date – Date

Use firm numbers that the employer will understand and be impressed by. For example, how many people you supervised, how many products you sold, by what percentage you increased sales, etc.

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your professional title

* Adobe Illustrator
* Adobe InDesign
* 3D Rendering
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Job Related – Activities
* Learning Languages
* Playing the Guitar
* Blog Writing
* Photography
* Volunteer Works

references

reference name

Job Position

Company Name, Location

0123 456 789

reference@gmail.com

reference name

Job Position

Company Name, Location

0123 456 789

reference@gmail.com

reference name

Job Position

Company Name, Location

0123 456 789

reference@gmail.com

reference name

Job Position

Company Name, Location

0123 456 789

reference@gmail.com

interests

write Your award

Contest Name

Date – Location

Your achievement

Information/Organization

Date – Location

Your achievement

Information/Organization

Date – Location

extra

tech SKILLS

EXPERIENCE continued