

4567 Main Street  
City, State 98052  
(718) 555-0100  
yuuri@example.com

# Jon Snow

A resume for Jon snow.

September 20XX - June 20XX

## Bachelor's in Fighting and Shields

Winterfell University

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

2012 - 2016

## First Ranger Castle Black

Learned how to track wildlife and ride on horses. Applied many things taught as a child

2016 - 2019

## Lord Commander Castle Black

Managed a team of over 100 people in major projects all across the firm, including in high stress situations.

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# Yuuri Tanaka

A resume is a document that sums up your qualifications for the job that you're applying for. Studies say that the average recruiter scans a resume every six seconds—so it's critical for your resume to be clear, concise, and easy to read. You don't want the recruiter to read your resume repeatedly or find it boring. First impressions matter.

State your career goals and show how they align with the job description you're targeting. Be brief and keep it from sounding generic. Be yourself.

September 20XX - June 20XX

**B.A. in Art & Design**  
Jasper University

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

20XX – 20XX

## **Design Director** **First Up Consultants**

Writing concisely isn't an easy task, but a new feature called Editor in Word can help. You can access Editor directly from your Ribbon. Editor is free to use, but if you're a Microsoft 365 subscriber, you'll actually unlock intelligent tools that will scan your writing for advanced grammar and style refinements—conciseness being one of them.

20XX – 20XX

## **Senior Designer** **Nod Publishing**

To start your resume, summarize your key responsibilities, accomplishments, and experience. Where appropriate, use the language and words you find in the specific job description and target 3-5 key areas.

For example, if you're a quick learner, then maybe you can write something like "motivated to quickly resolve challenges."

20XX – 20XX

## **Designer** **Adatum Corporation**

You don't need to use big or fancy words to make your resume sound professional. Editor will check for unnecessary buzzwords, vague descriptions, or wordy sentences. Once Editor is done, you can scroll through your writing and look for highlighted items that you can easily change in an effort to make your writing clearer and more concise.

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