

YOUR NAME HERE

City, State / Country | +123 456 7890 | youremailaddress@gmail.com | www.linkedin.com/in/yourlinkedinURL

SUMMARY*

Include 3 - 4 lines here that highlight your relevant experiences, skills, and big wins! You only get six seconds to make an impression and recruiters will spend the majority of that time at the top. So don't hold back on your achievements and be clear on why you are the best candidate for this specific role!

TECHNICAL SKILLS: Add any skills and qualifications that are relevant to the role you're applying for such as Data Analytics, SEO/SEM Marketing, Tableau, etc.

***Note:** The summary is especially important for those looking to make a career pivot. If that doesn't apply to you, a summary may not be necessary for your resume and you can go immediately into your Professional Experience section.

PROFESSIONAL EXPERIENCE

COMPANY A

CITY, STATE / COUNTRY

Your title

Month YYYY – Present

This section is the highlight reel of your experience at this company. Write a short summary of the **impact** you made in this role (not what you were responsible for). Start with your most recent experience and work your way backward.

Project 1

- Start bullet points with a strong action verb to describe your accomplishment with value (e.g., led, enhanced, transformed)
- List out your biggest and most relevant achievements at the top of your Professional Experiences section
- Remember to add data points and metrics (e.g., revenue increased by \$X, engagement increased by #%, etc.)
- For current roles, remember to use verbs in the present tense. For past roles, use verbs in the past tense.

Project 2

- If you have multiple clients or skill-specific projects, you can separate them underneath their own section.
- For example, you can label Project 1 as "Data Analytics and Project 2 as "Business Intelligence"

COMPANY B

CITY, STATE / COUNTRY

Your title

Month YYYY – Month YYYY

This section is the highlight reel of your experience at this company. Write a short summary of the impact you made in this role. Make sure you add key data points and your biggest accomplishments here!

- We recommend 3-6 bullet points per experience dependent on the # of companies and roles you've had
- Try not to leave too much white space – write your bullets so that they end at the left side of the page. You can write your bullet to fill two lines if you need.
- Make sure your resume is filled to the bottom of the page.
- We recommend that you keep your resume at 1 page but you can go up to 2 pages if necessary (but no more than that).

LEADERSHIP EXPERIENCE

ORGANIZATION A

CITY, STATE / COUNTRY

Your title

Month YYYY – Month YYYY

- This section is optional but great for showcasing your involvement in organizations or volunteering.
- The suggestions above in the Professional Experience section apply to this section as well.
- Make sure you keep your font and font sizes consistent throughout your resume.

EDUCATION & OTHER

UNIVERSITY

GRADUATION YEAR

LANGUAGES: If you speak any other languages, add them here and label your level fluency (native, fluent, proficient, basic)

OTHER EDUCATION: Add any courses or certifications you have completed that are relevant to the role and industry

INTERESTS: Add some interests here that may spark a conversation (e.g., basketball, podcasts, rock climbing, etc.)

YOUR NAME HERE

City, State / Country | +123 456 7890 | youremailaddress@gmail.com | www.linkedin.com/in/yourlinkedinURL

EDUCATION*

YOUR UNIVERSITY HERE

CITY, STATE / COUNTRY

Add your degree & GPA on this line

Graduation Month YYYY

Add any notable positions, awards, and/or relevant courses here so recruiters can easily identify them

***If you have been out of school for 5+ years, move EDUCATION to the bottom of the resume**

PROFESSIONAL EXPERIENCE

COMPANY A

CITY, STATE / COUNTRY

Your title

Month YYYY – Present

This section is the highlight reel of your experience at this company. Write a short summary of the **impact** you made at this role (not what you were responsible for). Start with your most recent experience and work your way backwards.

Project 1

- Start bullet points with a strong action verb to describe your accomplishment with value (e.g., led, enhanced, transformed)
- List out your biggest and most relevant achievements at the top of your Professional Experiences section
- Remember to add data points and metrics (e.g., revenue increased by \$X, engagement increased by #%, etc.)
- For current roles, remember to use verbs in the present tense. For past roles, use verbs in the past tense.

Project 2

- If you have multiple clients or skill-specific projects, you can separate them underneath its own section.
- For example, you can label Project 1 as “Data Analytics and Project 2 as “Business Intelligence”
- Remember to add data points and metrics (e.g., revenue increased by \$X, engagement increased by #%, etc.)
- For current roles, remember to use verbs in the present tense. For past roles, use verbs in the past tense.

COMPANY B

CITY, STATE / COUNTRY

Your title

Month YYYY – Month YYYY

This section is the highlight reel of your experience at this company. Write a short summary of the impact you made at this role. Make sure you add key data points and your biggest accomplishments here!

- We recommend 3-6 bullet points per experience dependent on the # of companies and roles you’ve had
- Try not to leave too much white space – write your bullets so that they end at the left side of the page. You can write your bullet to fill two lines if you need.
- Make sure your resume is filled to the bottom of the page.
- We recommend that you keep your resume at 1 page but you can go up to 2 pages if necessary (but no more than that).

LEADERSHIP EXPERIENCE

ORGANIZATION A

CITY, STATE / COUNTRY

Your title

Month YYYY – Month YYYY

- This section is optional but great for showcasing your involvement in organizations or volunteering.
- The suggestions above in the Professional Experience section apply to this section as well.
- Make sure you keep your font and font sizes consistent throughout your resume.

ADDITIONAL

LANGUAGES: If you speak any other languages, add them here and label your level fluency (native, fluent, proficient, basic)

TECHNICAL SKILLS: Add any skills that are relevant to the role you’re applying for such as Data Analytics, Tableau, etc.

OTHER EDUCATION: Add any courses or certifications you have completed that are relevant to the role and industry

INTERESTS: Add some interests here that may spark a conversation (e.g., basketball, podcasts, rock climbing, etc.)