EDUCATION

#educationlist#

CERTS &

LICENSES

CERTIFICATIONS EARNED

**Be sure to stay on top of this as certifications and licenses can differ between states and even across jobs in the same industry.**

#hobbies#

HOBBIES

JOB TITLE // Company, Location  
*Dates of Employment*

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients, helping clients lose 26 pounds on average” is a lot more compelling than a run-on sentence, redundancies, or wordiness.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish. “Partnered with cross-functional teams to design multimedia campaigns that boosted subscriptions by 17%” will make a lot more sense to a recruiter when you left that role three years ago.

JOB TITLE // Company, Location  
*Dates of Employment*

* Focus on your contributions, not your responsibilities. For example, “Grew digital marketing ROI by 14%” is much better than saying, “Led digital marketing efforts.”

WORK EXPERIENCE

SUMMARY/OBJECTIVE

#resumesummary#

CONTACT

#address#

#contactno#

#email#

LinkedIn Profile

#name#

#resumetitle#