<edu>#specification#

<edu>#university# *with #percent#*

EDUCATION

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.**

#skills#

SKILLS

#specification# // 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.”
* Start your job description bullet points with active verbs rather than personal pronouns. For instance, “Designed and implemented work ticketing system” propels your content forward while “I designed and implemented work ticketing system” slows the recruiter.
* Quantify your impact whenever possible because numbers corroborate your claims. Stating that you “Uncovered $3.2M in potential savings” shows a real result over a generic claim of “Discovered potential savings.”

WORK EXPERIENCE

SUMMARY/OBJECTIVE

#resumesummary#

CONTACT

#address#

#contactno#

#emailid#

#linkedin#

#name#

#resumetitle#