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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 for all of six seconds—so it's absolutely critical for your resume to be clear, concise, and easy to read. You don't want the recruiter to read your resume over and over again or find it really 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 2000 - June 2004
B.A. in Art & Design
Elm University

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

2019 - 2020

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.

2010 - 2019

Senior Designer Nod Publishing

To start your resume, summarize your key responsibilities, accomplishments, and past experience. Where appropriate, definitely 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."

2004 - 2010

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.