**YOUR NAME HERE**

Your Top Two Skills here

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

**SUMMARY**

Include 4-5 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.

**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 (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 X%, 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.
* 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

**EDUCATION**

**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., swimming, podcasts, trekking, etc.)