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PROFESSIONAL PROFILE

The purpose of the professional profile is to give the recruiter a quick overview of your potential, skills, experience and achievements without having to dive into the rest of your resume. It's usually about 4-6 lines long. The contents of your professional profile will determine if the recruiter will continue reading your resume. The purpose is simple: the reader should be able to tell within a matter of seconds who you are, what your areas of expertise are and how you would add value to the company. So, don't make them guess what you do, tell them!

WORK EXPERIENCE

ENTER YOUR JOB POSITION HERE

Company | Location | 2017-2019

Begin each description with essential information about the job. Then add a brief paragraph in which you describe your responsibilities, followed by a few bullet points outlining your achievements. Keep your resume clear and concise.

- Don't use too many bullets. Each bullet point should be used wisely by keeping the information necessary and relevant.
- Make it easily readable. Use simple language, resumes can be reviewed by recruiters who may not be familiar with your specific field.
- Be honest. Lying on your resume is never a good idea. You don't want to overstate your achievements or skills.
- You should always save your resume as a PDF file if you are going to email it, upload it to the internet or print it. To save in PDF go to File > Download > PDF Document.

ENTER YOUR JOB POSITION HERE

Company | Location | 2015-2017

Instead of listing all your job duties, select your three or four most important achievements in each role you've held. Use action verbs. Don't say you were responsible for doing this and that. Say that you did it. Simple as that!

- Executed projects from concept through to completion, including defining goals, concept boards, collaborating with brands, design, production and delivery.
- Delivered a clean aesthetic across internal and external materials, including website, social media channels and presentations.
- Executed dynamic seasonal print and online catalogs from concept to completion, including merchandising, photography and design.

ENTER YOUR JOB POSITION HERE

Company | Location | 2013-2015

Translate your achievements into numbers. Each bullet point should contain at least one piece of quantifiable data. Use percentages, numbers or impressive sales figures. Numbers attract attention. Take advantage of that.

- Managed and designed online and print catalogs project including printing and distribution with budgets of up to \$500,000+ annually.
 - Maintained a 95% satisfaction rating over a 12-month period as a customer care representative.
 - Grew working capital by 25% in 6 months, allowing the company to take advantage of better resources for continued growth.
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EDUCATION

ENTER YOUR DEGREE

University | Location | 2014-2015

ENTER YOUR DEGREE

University | Location | 2010-2013

SKILLS

- Problem solving
- Project management
- Team building
- Attention to detail
- Time management
- Verbal communication
- Strategic planning
- Critical thinking
- Leadership