

Hello Job Seekers!

Thanks for downloading a free resume template from Resume Now. Whether you're an entry-level, mid-career or experienced professional with many years in the workforce, you will find additional resources here to help you create an interview-winning resume with confidence.

Our [how-to-write-a-resume](#) guide will help you craft every section of your resume. Experienced professionals can learn how to write a [professional summary](#), while job applicants who are just entering the workforce can find guidance on writing a [resume objective statement](#). We'll help you capture your achievements in a detailed [work history section](#), and when it comes to crafting eye-catching [skills sections](#), we've got you covered.

And if you want first-hand guidance in writing your resume, your account allows you to access our best-class [Resume Builder](#).

Our builder has:

- Hundreds of industry-specific keywords and phrases to highlight your top qualifications while simplifying the writing process.
- Eye-catching [templates](#) to choose from (we'll help you!) so you can ensure your resume is well-organized and formatted correctly.
- More than 64,000 professionally written [examples](#) for inspiration.

Or you can simply turn the entire job over to a professional for a [resume review](#) or a [professional writer](#) for a personal touch.

Thanks again for downloading a free resume template from Resume Now. We hope you find our resources helpful when crafting your resume. We're here to help you with anything you need on your path to success!

Best of luck with your job search!

The Resume Now Team

More writing resources:

[Resume Formats Guide](#)

[Entry Level Resumes](#)

[Entry Level Management Resumes](#)

[Resume Tips for Career Changers](#)

[Student Resume Examples](#)

[How to Target Your Resume to the Job](#)

[How to Explain Gaps in Employment](#)

[Examples of Transferable Skills](#)

Kelly Baker

555-555-5555 | example@example.com | Salisbury, MD, MD 21801

PROFESSIONAL SUMMARY

It's important that you provide the hiring manager with a short explanation of why you should be hired. In two or three sentences, highlight your top skills, position expertise, and most notable professional experience that aligns with the job you are seeking. See [How to Write a Powerful Resume Summary Statement](#) for more writing tips.

WORK HISTORY

Current Position, Company, June 2017-Current
Company City, Company State

- Start with your current or most recent job title.
- For each job, write your work experience in three bullet points.
- See [How to Write a Resume Work Experience Section](#) for more writing tips.

Previous Position, Company, March 2013-May 2017
Company City, Company Country

- Talk about your duties and qualifications that are needed for the desired job opening.
- Write short sentences in the active voice that show your accomplishments (e.g., "Manage a team of eight graphic designers").
- By using quantifiable metrics, such as "Establish long-lasting relationships with clients by studying their needs, maintaining a 99% retention rate," you will give your accomplishments more power.

Next to Last Position, Company, July 2009-February 2013
Company City, State

- Concentrate on including significant work responsibilities instead of repetitive, daily tasks.
- If you are switching careers, highlight transferable skills applicable to the new job you are applying for. For example, if you did some customer service tasks, present your empathy and communication skills when seeking medical assistant jobs.
- If you have a long work history, narrow your work experience to the last 10 years of your career.

SKILLS

- Review the job posting for the skills sought by the employer.
- Feature skills of your own that match these key skills and are valuable in your profession.
- Present six to eight skills in a bulleted list, and make sure to include soft, hard and technical skills.
- See [How to Write the Resume Skills Section of your Resume](#) for more writing tips.

EDUCATION AND TRAINING

Master of Science

Field of Study, School Or Institution Name, School Location

- Start with your current or most recent degree and go backward.
- **Example:** Master of Science in Veterinary Technology
University of California - Davis, CA
June 2017

Bachelor's Or Associate Degrees:

Field of Study, School Or Institution Name, School Location

Example:

Bachelor of Science in Pre-Vet

University of California- Davis, CA

June 2017

High School Diploma

School Or Institution Name, School Location

- **High School:** Only list if the minimum education required is a high school diploma or GED.
- **Example:** Boswell High School
Fort Worth, TX
GED
June 2018

CERTIFICATIONS

- If you want to boost your skills and want to demonstrate competency to do a specific job, certifications are particularly important.
- School, Institution, Company or Organization | Certification or Training Obtained - Year
Example: CPR & First Aid Certified, American Heart Association - 2019

LICENSES

- Depending on your career, licenses are required for particular jobs, such as teaching and cosmetology.
- School, Institution, Company or Organization | Certification or Training Obtained - Year
Example: Associate of Arts in Hairstyling Long Island Beauty School Inc, Hempstead, NY - June 2017

AWARDS AND HONORS

- This section is important for entry-level workers and for those who have received significant awards in their chosen field.
- School, Institution, Company or Organization | Certification or Training Obtained - Year
- **Example:** Sally Kalson Courage Journalism Award, Pittsburgh Post-Gazette - 2020