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| YOUR NAME  PROFESSIONAL TITLE | 033-444-5555  your@gmail.com  linkedin.com  GitHub |

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| PROFESSIONAL SUMMARY  Here, sell yourself smartly. Summarize your career through your achievements and explain how they will benefit the company. A powerful overview of your career is quick answer to what the employer is looking for. Pitch a branding statement that briefly sums up your unique value(s) |



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| SKILLS  **| PROFESSIONAL**  Team Building  Problem Solving  Decision Making  Conflict Resolution  Client Relations  Process Improvement  **| TECHNICAL**  Adobe Illustrator  InDesign  Adobe Photoshop  CRM Software  EDUCATION  **| MASTER OF BUSINESS**  **ADMINISTRATION**  University, Location  Graduation Year  **| BACHELOR OF SCIENCE IN**  **BUSINESS MANAGEMENT**  University, Location  Graduation Year | WORK EXPERIENCE / PROJECTS  **POSITION/PROJECT TITLE HERE**  *Company, Location | Date – Date*  Always use a separate resume for each job even in one niche  because your experience and expertise may vary in different positions   * Include all the keywords or commonalities from job posting in your resume so that you could best match the opportunity * Keep each bullet length as concise as possible. In an ideal case scenario, do not let it exceed two or three lines of text * Showcase your accomplishments to the fullest but don’t exaggerate. The employer tends to ask related questions in the interview   **POSITION TITLE HERE**  *Company, Location | Date - Date*   * Be sure to prioritize and list your skills, certifications, and experiences that are directly applicable to the job you are applying to * Choose three or four former experiences that best highlight the skills required for the position you intend to apply to * Employers value brevity. So, avoid to list every position you have ever held. For example, if you are applying for a marketing position, include your former retail experience   **POSITION TITLE HERE**  *Company, Location | Date – Date*   * Do not load your resume with buzzwords or noise. Explain acronyms before starting to use them across the document * Avoid resorting to first-person pronouns such as ‘I’, ‘me’ or ‘my’. Instead, pitch your resume as if you are writing about yourself * Don’t hesitate to mention your job responsibilities beyond your job description. This will help the employer to know that the candidate possesses can-do attitude |