MADDISON ABBOTT

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Add a strong resume summary here that highlights what it is you do, the types of companies you've worked with, and why you're great at your job. Include experience, specializations, areas of interest, etc.

SKILLS AND ACCOMPLISHMENTS

- SKILL TOPIC 1 (e.g.: Software Engineering or Warehouse Management): Skill 1 | Skill 2 | Skill 3 ...
- SKILL TOPIC 2: Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5…
- SKILL TOPIC 3: Skill 1 | Skill 2 | Skill 3 | Skill 4 …

- ACCOMPLISHMENT 1: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact]
- ACCOMPLISHMENT 2: ...
- ACCOMPLISHMENT 3: ...

WORK EXPERIENCE

JOB TITLE | Company 4, Location   (MM/YYYY) – Present

This is where you write about your experience. Do not simply list your day-to-day job duties. Work in resume keywords that are most relevant to the job for which you're applying. Provide context to the skills and accomplishments above.

JOB TITLE | Company 3, Location   (MM/YYYY) – (MM/YYYY)

Because you listed skills and accomplishments above using this hybrid format, you can afford to write a little bit less in your experience section. Expand to two pages if necessary, but keeping your resume to one page is a good goal to have (unless you have over 10-15 years of relevant experience).

JOB TITLE | Company 2, Location   (MM/YYYY) – (MM/YYYY)

It's OK to leave positions off your resume if they aren't relevant to the job you're pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

JOB TITLE | Company 1, Location   (MM/YYYY) – (MM/YYYY)

Barely relevant positions deep in your work history can be summed up in a quick line or two.

EDUCATION