

Name
Surname

Professional Title

☎ 267 281 8327

✉ you@hiration.com

📍 Philadelphia, PA

in www.linkedin.com/you

SUMMARY

Your summary goes here. It's the **last stage in the resume writing process**, so pick it up in the end. Focus more on what value you can provide, instead of what you are looking for. Limit it to **2-3 lines max**.

KEY SKILLS

Market Research

Social Media Strategy

Social Media Analytics

Marketing Collateral

Keyword Research

Search Engine
Optimization

Client Servicing

Blog Writing | Digital
Marketing | Website Content
Proofreading |

Content Management &
Editing

TECHNICAL SKILLS

Languages: VB6, SQL, Web
Services - C#, C, C++, Java, Perl
Operating Systems : Windows
(XP NT 3.x- 4.0 2000 2003) and

PROFESSIONAL EXPERIENCE

Job Title

Jun '19 - Sep '19

Company Name

New York, NY

- Use one-liner points to present the details of your internship/part-time/professional experience
- Rename the section heading as Relevant Experience (if you want to show all your roles - internships, part-time, volunteering, etc. - in one section).
- Bold keywords and phrases where you would like to draw the recruiter's attention.
- Use action verbs to start off your points, and achievement figures (ballpark/appx figures will work as well) to demonstrate the extent of your contributions
- Instead of writing all your one-liner points together, group similar points under unique subheadings.

Job Title

Jun '19 - Sep '19

Company Name

New York, NY

Enter a one-line description of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc.

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EDUCATION

Master's Degree

Jun '12 - May '15

University Name

Enter location (with state & zip)

Bachelor's Degree

Jun '10 - May '12

University Name

Enter location (with state & zip)

CERTIFICATIONS/TRAINING

Certification Name | Name of the Certifying Body | Location | Dates (with month & year)