

SUMMARY STATEMENT

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.

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.

WORK HISTORY

06/2017 to Current

Current Position

Company – 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.

03/2013 to 05/2017

Previous Position

Company – 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.

07/2009 to 02/2013

Next to Last Position

Company – 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.

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