

# TATUM GOOD

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## PROFESSIONAL SUMMARY

~3 lines that encompass your strengths and what you bring to the table.

## AREAS OF EXPERTISE (LIST SKILLS/KEYWORDS RELEVANT TO THE JOB DESCRIPTION)

- |          |                  |                  |
|----------|------------------|------------------|
| • R      | • Relevant skill | • Relevant skill |
| • Python | • Relevant skill | • Relevant skill |
| • SQL    | • Relevant skill | • Relevant skill |

## RELEVANT PROFESSIONAL EXPERIENCE

**People Operation Intern, Childhelp** | *Scottsdale, Arizona*      **Starting month & year – Ending month & Year / Present**

- Include at least three on-the-job accomplishments that demonstrate that you have the qualifications requested on the job listings you're applying for
- Use the [PAR method \(Problem-Action-Result\)](#) to capture your impact
- Avoid listing *what* you did, instead focusing on *how* you did it. What impact did you have on your team, your clients, the company? What was the result of your work? What sets you apart from other coworkers doing the same job?

**Summer Intern/Analyst, Company** | *City, State*      **Starting month & year – Ending month & Year / Present**

- Include between 3-5 bullet points for each role: the more relevant the role to the jobs you're applying for, the more likely you'll want to include additional information about your responsibilities
- Start each bullet point with an action verb, and vary your language throughout the document ([Here is a great resource!](#))
- If you can quantify your achievements, do so: [check out this video for some examples](#)

**Assistant to Social Marketer, Company** | *City, State*      **Starting month & year – Ending month & Year / Present**

- Make sure to double check that your bullet points are in the proper tense: are you still currently working somewhere? Those bullet points should be present tense, while everything else is past
- Ensure your resume is formatted consistently. Don't put periods at the end of your bullet points, and limit each bullet point to no longer than two lines
- Before you send your resume, make sure you proofread it and double-check that there are no spelling or grammatical errors

## PROJECTS

**People Operation Intern, Childhelp** | *Scottsdale, Arizona*      **Starting month & year – Ending month & Year / Present**

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**Summer Intern/Analyst, Company** | *City, State*      **Starting month & year – Ending month & Year / Present**

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**Assistant to Social Marketer, Company** | *City, State*      **Starting month & year – Ending month & Year / Present**

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## EDUCATION

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Degree/Credential, Institution | *Location*

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