**Jack William**

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@Jackwilliam



**NAME | Year 20XX**

Name of College or High School

City, State

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**AWARDS**

### **MONTH 20XX**

## School | Location

Enter name of your award

earned

### **MONTH 20XX**

## School | Location

Enter name of your award

earned

**PROJECTS**

**Project Name**

### **MONTH 20XX - PRESENT**

* Focus on your contributions, not your responsibilities.
* Start your job description bullet points with active verbs.
* Designed and implemented work ticketing system.

**Project Name**

### **MONTH 20XX - MONTH 20XX**

* Keep your bullet point descriptions at three lines or under.
* Created nutrition and personal training plans for 30+ clients.
* Write your current experience in the present tense if you wish.

**SKILLS**

* Communication
* Problem Solving
* Leadership
* Time Management
* Decision Making
* Creativity
* Analytical
* Research
* Team Oriented
* Negotiation
* Public Speaking

**EXPERIENCE**

**Research Assistant**

### **MONTH 20XX - PRESENT**

* Focus on your contributions, not your responsibilities. “Grew digital marketing ROI by 14%” is much better.
* Start your job description bullet points with active verbs rather than personal pronouns. For instance, “Designed and implemented work ticketing system.”

**LAB Engineer**

### **MONTH 20XX - MONTH 20XX**

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients, helping clients lose 26 pounds on average.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish.

**EDUCATION**

**CAREER OBJECTIVE**

Your resume objective is a focused 2-3-sentence statement that demonstrates your interest and candidacy for the position you hope to land. As a student or entry-level candidate, you should consider writing an objective, tailoring it to each position you apply for. Take the time to write a compelling, custom objective.