

Full Name

Email Address | Phone Number | City, State (Optional) | LinkedIn URL (Optional)

OBJECTIVE: This is optional. If you include an objective, keep it concise (only one line). If there is a specific job title or industry you are seeking, include it here. (Seeking a marketing analyst position in the entertainment industry)

SUMMARY: This is optional. If you include a summary, highlight relevant skills and professional experience in bullet point format. Include general statements and elaborate on accomplishments in the Experience section

EDUCATION: Only include institutions where you've earned a degree

Name of Institution

Expected Graduation (Month Year)

Degree Type, (i.e., Bachelor of Science) and Major (i.e., Computer Science)

Relevant Coursework: add only the names (not numbers and abbreviations) of coursework that is relevant to the job you are applying for

RELEVANT EXPERIENCE: You can change the word "Relevant" to whatever word that describes the job or industry you are applying to, such as "Sales Experience" or "Finance Experience"

Company Name, City, State

Job Title

Month Year - Month Year

- Your bullet points should focus on accomplishments, not general responsibilities.
- Each experience should have 3-5 bullet points
- Use this bullet point framework to write out your bullet points: What, How, Why, Results (What did you do? How did you do it? Why did you do it? What were the results?)
- Each experience category should include jobs in reverse chronological order
- Start each bullet point with an action verb that conveys a skill (instead of "Responsible for analyzing data," simply start with "Analyzed data")

ADDITIONAL EXPERIENCE: This can be whatever other experience you have that you want to highlight, such as Leadership, Volunteering, Entrepreneurship that could be relevant to the job

Company name, City, State

Job Title

Month Year - Month Year

- Read bullet points above, but do not elaborate on experiences if not relevant. Keep it at 2-3 bullet points
- Focus on projects or accomplishments
- Use numbers and data in your bullet points to demonstrate success and achievements whenever you can

SKILLS AND CERTIFICATIONS

Languages: If you are fluent in multiple languages, add them. If not fluent, add proficiency level

Technical: Add any technical skills, including skills provided in the job description that you are proficient in

Certifications: Add any relevant certifications

OTHER RESUME TIPS

- For entry to mid level professionals, make sure resume is no more and no less than ONE page
- Make sure format is consistent, proofread several times for spelling and grammar