

# [ADD FIRST & LAST NAME]

---

## CONTACT

- ☎ Add phone number
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## SKILLS

INCLUDE  
PROFESSIONAL  
SKILLS  
BULLETED  
HERE (8-10  
RECOMMENDED)  
USE BUZZ WORDS  
TO ALIGN WITH JOB  
DESCRIPTION

---

## EDUCATION

ADD UNIVERSITY  
ADD DEGREE  
ADD MAJOR  
YEARS ATTENDED

## OVERVIEW

Include a written or bulleted summary (3-5 sentences) of yourself including the number of years you have been in the industry, key accomplishments, name of clients you worked for etc. This is the first section a hiring manager skims over so make it stand out. 😊

---

## WORK EXPERIENCE

COMPANY NAME  
POSITION HELD

LOCATION  
YEARS WORKED

- Summarized your position in one bullet to start
- Include 3-4 bullets on key responsibilities
- Add 2-3 specific examples to support the responsibilities you listed above → include statistics, # of people managed, etc.
- Current position should include the most amount of bullets (if applicable)

COMPANY NAME  
POSITION HELD

LOCATION  
YEARS WORKED

- Keep bullets concise
- You don't have to submit the same resume for each position you are applying for. In fact, it is best to tailor your resume to fit the job description

COMPANY NAME  
POSITION HELD

LOCATION  
YEARS WORKED

- At minimum, include 3 previous positions that support the role you are applying for
- This can also include previous internships

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**William Shakespeare**



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