

FULL NAME

JOB TITLE

 (212) 256-1414

 Your.email@gmail.com

 linkedin.com/in/yourlinkedin/

EDUCATION

Graduation Date (Month and Year)

University Name, Location

Degree and Major

RELEVANT SKILLS

List your skills here

Hard skills like Photoshop are ideal

But you can include soft skills like communication skills too

RESUME SUMMARY

Include two to four brief sentences (or bullet points) highlighting your most relevant accomplishments, skills, and experience. Make sure you also include hard numbers and strong verbs when possible to illustrate what you achieved at work.

PROFESSIONAL EXPERIENCE

Start Date – End Date

Job Title

Company or Organization Name, City, State

- List your most impressive accomplishments and job duties in bulleted format
- Start each bullet point with a verb to show what actions you took at work
- Include hard numbers when possible

Start Date – End Date

Job Title

Company or Organization Name, City, State

- List your accomplishments and job duties from an earlier job
- Start each bullet point with a verb to show what actions you took at work
- Include hard numbers when possible

Start Date – End Date

Job Title

Company or Organization Name, City, State

- List your accomplishments and job duties from an earlier job
- Start each bullet point with a verb to show what actions you took at work
- Include hard numbers when possible