

JULIANNE GREY

PROFESSIONAL TITLE

CONTACT

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 City, State / Province

SKILLS

// PROFESSIONAL

Project Planning
Improving Efficiency
Reducing Costs
Time Management
Conflict Resolution
Mergers & Acquisitions

SUMMARY

Use this area to quickly sell yourself and prove that your awesome skills and achievements can truly help the company you're applying to. Summarize yourself, concentrating on your assets and the value you bring to your employer. Stay away from creating an objective statement – these are now outdated and sadly no one cares what YOU want in a job – the hiring manager wants to get a glimpse of how you can provide value for the company.

EXPERIENCE

POSITION TITLE HERE

Date - Date

Company, Location

To get the most impact for your effort, concentrate on these three things when updating your resume: targeting your resume to the job posting you're applying to, quantifying your achievements, and proofreading.

- Targeting your resume to the job posting is the most important, because it ensures your resume will actually get picked up as a good match for the job.
- It's super easy – just highlight the most important skills or requirements used in the job posting, and sprinkle the exact words throughout your resume.
- Just make sure you have the experience to back it up, and concentrate on this relevant