

FIRST LAST

123 Example St, Example, EX 00000 | C: (111) 111-1111 | email@example.com

Commented [TD1]: Keep contact information short and simple.

SUMMARY OF SKILLS

- Choose Your Skill
- Choose Your Skill
- Choose Your Skill
- Choose Your Skill
- Choose Your Skill

Commented [TD2]: Match your skills to the job description's key words, or use the adjective list on page two for inspiration.

EDUCATION

Degree Name in Major, Concentration/Minor: Topic
School/University Name – City, ST

MM/YYYY

Commented [TD3]: Keep all dates, titles, fonts, formatting, descriptions, etc. identical and aligned throughout.

Degree Name in Major, Concentration/Minor: Topic
School/University Name – City, ST

MM/YYYY

Commented [TD4]: If you have gaps in your resume, consider listing years only. I.e. YYYY-YYYY.

EXPERIENCE

Title 1

MM/YYYY to Current

Company Name – City, ST

- Three
- Bullet
- Points

Commented [TD5]: Include your most relevant/current roles to the job you are applying to.

Commented [TD6]: List your experience in reverse chronological order.

Title 2

MM/YYYY to MM/YYYY

Company Name – City, ST

- Three
- Bullet
- Points

Commented [TD7]: Write job descriptions in a results-oriented fashion including facts, figures and numbers without industry jargon.

Title 3

MM/YYYY to MM/YYYY

Company Name – City, ST

- Three
- Bullet
- Points

LEADERSHIP

Title, Group – Organization/Company

MM/YYYY to MM/YYYY

Title, Group – Organization/Company

MM/YYYY to MM/YYYY

Title, Group – Organization/Company

MM/YYYY to MM/YYYY

Commented [TD8]: Feel free to switch out with other relevant sections like technical skills, volunteer experience,

CERTIFICATIONS AND AWARDS

Certification/Award – Organization/Company

YYYY

Certification/Award – Organization/Company

YYYY

Certification/Award – Organization/Company

YYYY

Commented [TD9]: Do not include references.

Commented [TD10]: Proof-read, save as a PDF and name your file in a professional, simple manner. I.e. Last, First Resume.PDF

ADJECTIVES LIST

PROFESSIONAL SKILLS

Analytical	Finance	Verbal Communication
Conceptual	Microsoft Office Skills	Decision Making
Creative Thinking	Negotiations	Delegation
Critical Thinking	QuickBooks	Entrepreneurial
Deductive Reasoning	Active Listening	Leadership
Inductive Reasoning	Adaptability	Management
Logical Thinking	Collaboration	Negotiation
Problem Solving	Communication	Strategic Planning
Clerical	Editing	Time Management
Accounting	Flexibility	Collaboration
Administrative	Interpersonal	Conflict Management
Business Intelligence	Listening	Conflict Resolution
Business	Nonverbal Communication	Team Building
Business Storytelling	Presentation	Information Technology
Customer Service	Public Speaking	Consulting
Writing	Hospitality	Microsoft Office

Commented [TD11]: To be used under "summary of skills"

ACTION WORDS

Accomplished	Advocated	Accelerated
Acquired	Authored	Advanced
Achieved	Clarified	Amplified
Acted As	Composed	Boosted
Completed	Consulted	Delivered
Compiled	Constructed	Enacted
Created	Conveyed	Engaged In
Developed	Convinced	Enhanced
Executed	Corresponded	Expanded
Finished	Defined	Expedited
Forged	Drafted	Formulated
Integrated	Explained	Generated
Made	Fashioned	Improved
Navigated	Fielded	Lifted
Negotiated	Illustrated	Managed
Operated	Influenced	Maximized
Partnered	Informed	Merged
Performed	Mediated	Outpaced
Perfected	Moderated	Organized
Prepared	Overhauled	Piloted
Produced	Promoted	Stimulated
Secured	Persuaded	Streamlined
Succeeded In	Publicized	Strengthened
Undertook	Saved	Updated

Commented [TD12]: To be used when describing your past roles under "experience."