

RESUME TEMPLATE




◆ GREAT RESUMES STAND OUT WITH DESIGN ELEMENTS ◆

ContactInfo@EasyToFind.com ◆

IncludeOnlineResume.com ◆

#CallMeAnytime

SOCIAL

-  fb.me/YesIncludeSocial
-  @TheyWillLookAnyway
-  @BetterToBeUpFront

PROFILE

Don't miss the opportunity to share about yourself with a Profile, About Me, or Summary section. Chances are many other people are going to have similar skills and experiences as you. This is your chance to stand out with something that makes you different - what makes you the BEST choice for the position. Show you've researched the company too.

PROFESSIONAL EXPERIENCE

Current Title

Current Company
Start Date - End Date

- Include your accomplishments, responsibilities, and the IMPACT you've made
- Be sure to include what makes you stand out in this role
- Put skills in another area so you can talk about your differentiators here

Previous Title

Previous Company
Start Date - End Date

- If you choose to only include relevant/related past jobs be clear about it
- Change the title above to 'Relevant Experience' to explain the gaps in history
- Mention this choice in your cover letter and offer a complete history on request

Another Previous Title

Another Previous Company
Start Date - End Date

- Keep your resume to two pages or fewer
- Include a cover letter and brief examples of work, if appropriate
- Follow up to ensure the company received your resume with a call or email

EXPERTISE

- State What You're an Expert at
- Make These Relevant to the Job
- Change This List for Each Job You're Applying For
- Resumes That Aren't Tailored to the Position Stand Out...
- But, Not in a Good Way

EDUCATION

Start - End

Title of Degree or Relevant Education







University or Place Obtained
GPA: 3.9 or Other Accomplishment (optional)

Start - End

Other Educational Accomplishment Title

Other Place Obtained
It's OK to note education you obtain absent a degree/certification to show you stay relevant.

SKILLS

- Most Relevant Skill Here 
- Another Relevant Skill 
- Related Skill You Have 
- What Else Can You Do 
- Differentiation Skill 
- Include Value Add Skills 

REFERENCES

Naming References

Shows You're Serious
about.the@job.com

This Illustrates

Confidence and Saves the
available.upon@request.com

AFFILIATIONS

Show Relevant Affiliations

Memberships, etc.
Start - Present

Or Show Appropriate Interests

Like 'Online Marketing Guru'
Start - Present