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| --- | --- |
| Name  Street Address  [City, ST ZIP Code]  [Phone Number]  [E-mail Address] |  |
|  | |
| Summary | |
| * Professional with strong knowledge of “Main skill that the job description is about, Sales, Marketing, HR, HTML whatever they want. This can be found by looking at the first few bullet points of the job description “ * Strong background in “Position category” combined with “Job description skills” * Skilled at learning new concepts quickly, working well with “Again look at the traits or qualifications that job asking for” * Something else that the job description asks for   Technical Skills   * Please don’t miss out on this opportunity by neglecting this section. Don’t just list I know all the MS office programs. Make it specific, proficient in (Excel, Pivot Tables, V-Lookup, Macros, Reports), and also please list all the programs you have ever been exposed to even if they are not related. Having a nice stream of programs that you has worked with shows, that you are computer literate. One more thing, don’t rate yourself. Don’t list expert A, B, intermediate A, B, beginner A, B. This is a terrible practice just list them. Do not use bullets here, or create nice looking table or cut the section into 3 columns; just list them all in a few lines as if you were writing a normal paragraph. |  |
| Education | |
| Master’s Degree in Sword Fighting | [Pick the Year] |
| Sword Fighting University  Sum it up and make it relevant to the job description. During my degree completed numerous courses on “What the position is about”, enabling me to be an effective “what type of thing does this job want you to do” |  |
| Certification in Organizational detail | [Pick the Year] |
| This is where I gained this certification  If the job is about finance, list your finance class and gpa or test score. If this is a job related cert, list the or passing rate of this cert and sate that you passed successfully and what this test gave you. Make it up but make sure that it is relevant. To many people don’t capitalize on this. If you have an A+ certification, list how gaining this cert enables you to troubleshoot hardware and software |  |
| Completed Training program | [Pick the Year] |
| This is where I did it |  |
| Career History and Accomplishments | |
| Name of the company, if there is no company list the Category such as Sales | [Start Date] to [End Date] |
| * Worked directly with these people that matter (check who you will be working under or with if the job description states this. “working with customers, or reporting to HR generalist). In your job or whatever experience there have been people that you have worked with and reported to or been in touch with. There is no way anybody check this but do not lie, simply highlight this portion. * Researched and wrote these things that pertain to the job description * Played a key role in whatever it is that the job description aims to solve by hiring this person. * Prepared reports, ran reports, filled out reports, emailed reports whatever it is just make sure you have some type of reporting on your resume weather this is just verbal to the supervisor * Major accomplishment, if you can’t think of anything, mentions something about having no incidents with customers, or was able to solve this problem, or streamlined the way something was done. Leave the impression that you left the place in better shape than it was. |  |
| Name of company, Volunteer organization | [Start Date] to [End Date] |
| * Held this key responsibility that that the job description mentioned in whatever role or type of company. * Embellish on your duties. Don’t state answered phone calls and arranged meetings. State Served as the primary customer service contact and managed all client relations with appointment needs. “Embellish, don’t state things you have done, make those things count. Anybody can answer the phone or jam some paper into the tray, but not everybody can maintain vital communication tools. Just an example but think about how you can make every bullet point count. * Imitated this, started this, improved this, negotiated this, show that you accomplished something in this position. |  |