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What can you edit?

✓ Font

✓ Margins

✓ Title

✓ Sections

✓ Text

✓ Color palette

What about icons?

You don't need icons in your resume. In fact, it may negatively affect ATS!

FIRST NAME LAST NAME

1234 Apple Avenue, City, CA, 11111 | 123-123-1234 | example@gmail.com | [LinkedIn](https://www.linkedin.com/in/yourname) (optional)

PROFESSIONAL EXPERIENCE

COMPANY

Date

Location

MM, year - MM, year

- Use this section to lay down your key accomplishments in bullet point format. It makes your resume a lot more digestible.
- List 3-5 years/1-4 bullets per company / organization. Your 1st/bullet should be an overview of what you did, whilst the 2nd / 3rd / 4th should highlight specific projects and successes. List your bullets in a descending order based on their impacts.
- Keep your professional experience / extracurricular / leadership experience to no more than 8 companies / orgs.

COMPANY

Date

Location

MM, year - MM, year

- Make sure your resume is tailored to the position you are applying for. Copy and paste key terminology and main responsibilities from the company's job description. Ensure that the tools and hard skills the company is looking for are embedded in your bullets (e.g., excel/SQL / Tableau / Data Studio).
- Begin with an action verb for each bullet (i.e., Spearheaded, designed, constructed). Use the past tense, even if you're still in your current position.
- Quantify your impact with impact statements and add numbers to your bullets (i.e., grew revenue by 50M, 95% NPS). Identify every bullet should be quantifiable. Show your personal impact vs. what your team collectively achieved. Follow the ABC format: Achieved it as measured by B by doing C.

COMPANY

Date

Location

MM, year - MM, year

- Do not exceed **A SINGLE PAGE** for your resume unless you have 10+ years of experience.
- Looks better - stick with the font, font size and page composition in the template above.
- When writing a resume bullet, try to fill your statement to the end of the page.

EXTRACURRICULAR / LEADERSHIP EXPERIENCE

ORGANIZATION

Date

Location

MM, year - Present

- If you are an experienced professional, remove the extracurricular and leadership experience unless you have something extremely impactful to highlight.
- If you have more than 2 years of work experience, remove all your college related experience (internships + campus organizations), unless it's something you continued/pursuing in post-college (i.e., volunteering as a lifeguard at a beachside shelter).

ORGANIZATION

Date

Location

MM, year - MM, year

- Format this section to be similar to the work experience section above.

EDUCATION

UNIVERSITY XYZ

Bachelor of science in science

Location

MM, year - MM, year

- Achievements/distinctions - GPA: 4.00/4.0 (optional for GPAs below 3.5).
- Awards - Dean's List / experience / Institute or otherwise excellence.

SKILLS & INTERESTS

- Skills: Highlights skills that are pertinent and beneficial to the role you are applying for. Make sure they are not generic like "word" or "powerpoint".
- Languages: If you know more than one language, highlight your proficiency to provide a competitive advantage.
- Hobbies: Do not underestimate the interests section! It sets up a great conversation starter. Avoid generic interests like "reading" / "working", instead, be creative and add color.

Resume Template Guide Sign In

Stacy M. DeBroff

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Resume Template Guide Sign In:

The Bachelor's Guide To Life Jason Rich, 2005-05 The Bachelor's Guide To Life is jam packed with detailed information and answers to common questions that every single guy has as they strive to achieve happiness and success Discover the secrets for finding and creating the perfect bachelor pad dating personal grooming managing finances finding an awesome job enjoying free time and planning for the future Read interviews with experts and learn about products and services that can improve the quality of life of any single guy The Bachelor's Guide To Life is ideal for college students recent graduates guys who are recently divorced singly guys looking to improve their lives and metrosexuals everywhere *The Full-Time Faculty Handbook* Virginia Bianco-Mathis, Neal Chalofsky, 1999 The Full Time Faculty Handbook is a guide to the life of a college professor Editors Virginia Bianco Mathis and Neal Chalofsky examine the major components of a life in the academy teaching advising publishing research and service Practical comprehensive and engaging this handy guide appeals to a broad audience across all academic disciplines from new professors to tenured faculty Themes that are introduced and woven throughout the book include The basics of academic life Key strategies for success Political realities vs the ideal Managing your career creating your own schedule roadmap and network Assessing where you are and what needs to be done Finding fueling and maintaining your passion The authors also address the latest trends in the field that are affecting time honored teaching traditions such as distance learning outcome assessment continuous learning and the evolving roles and responsibilities of full time faculty Public Interest Job Search Guide, 1998 Public Interest Job Search Guide Stacy M. DeBroff, 1992 **Résumés in Cyberspace** Pat Criscito, 2000 Updated to help job seekers take full advantage of the latest cyberspace trends and technology this book provides detailed instruction on designing a resume for computer networking Readers will learn to make their resume attention catching scannable and effective in helping them get that job they are seeking They will also find advice on using the World Wide Web and a variety of commercial on line services to find and land career positions **Toothed gearing, a practical handbook by a foreman pattern maker [signing himself J.H.]** Joseph Gregory Horner, 1892 *The sheet-metal worker's guide* William John E. Crane, 1888 **Wood Carving Comprising Practical Instructions, Examples and Designs ...** Paul Nooncree Hasluck, 1908 **The Mineral Surveyor and Valeur's Complete Guide** William Lintern, 1887 Special Instructions for Taking Samples of Sugar Beets for Analysis Archibald Dixon Shamel, Cyril George Hopkins, Joseph Cullen Blair, Perry Greeley Holden, Wilber John Fraser, 1897 Pastrycook and Confectioner's Guide Robert Wells (Confectioner), 1889 **The Software Encyclopedia 2000** Bowker Editorial Staff, 2000-05 *Railway Track and Structures*, 1953 **High Impact Resumes and Letters** Ronald L. Krannich, William J. Banis, 1995 The new edition of this best selling guide dispels numerous myths and provides step by step guidance for developing each section of resumes and letters Unlike most other resume guides this one includes critical distribution evaluation and follow up devices and advice on conducting an effective job search in today's challenging job

market Includes updated sections on electronic resumes the World Wide Web and job search resources High Impact Resumes and Letters Ronald Louis Krannich,William J. Banis,2006-04-07 More than a resume guide this unique book analyzes today s job market includes self assessment exercises outlines the net working process includes distribution and follow up strategies and addresses 107 key questions **High Impact Resumes & Letters** Ronald L. Krannich,William J. Banis,1990 Shows how to clearly communicate qualifications to employers *What Color is Your Parachute?* Richard Nelson Bolles,1995 A practical manual for job hunters and career changers **Finding a Job on the Internet** Alfred Glossbrenner,Emily Glossbrenner,1995 Glossbrenner tells how to put an effective resume online and get insider information on companies including unannounced job openings by corresponding directly with employers and employees on the Internet This book tells how to find career opportunities along the information superhighway and how to make the most of them

The pastrycook & confectioner's guide Robert Wells (baker.),1892 **Country Guide and Nor'west Farmer** ,1924

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