**JANE DOE**

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**SUMMARY/OBJECTIVE**

A summary statement should provide a brief overview of your work experience and skills, this is best for candidates will more than 3 years of experience in the industry. An objective statement is best for students, entry-level, or career changing candidates and should be customized for each job application. A summary or objective should be 2-4 sentences.

**EXPERIENCE**

**JOB TITLE** **| Company | Month 20XX - Present**

* Use keywords throughout your resume that are relevant to the job you’re applying to and the position you previously held.
* Each job description should begin with active verbs rather than personal pronouns. Examples: Coordinated, Managed; Operated, Programmed, Established, Achieved.
* Replace passive language with strong action verbs that vividly convey your accomplishments and contributions. Example: “Responsible for” versus “Spearheaded”.
* Whenever possible, quantify your achievements using metrics and data to provide concrete evidence of your impact. “Successfully increased sales by 20% within six months, exceeding the target by 15%.”

**JOB TITLE** **| Company | Month 20XX – Month 20XX**

* Each bullet point should be no more than three lines to ensure sentences are concise, avoiding being redundant or overly wordy.
* Job descriptions should be in the past tense other than your current position.
* If you’re lacking employment history, add volunteer experience here instead of as an additional section.
* Before submitting your resume, meticulously proofread it to eliminate any grammatical errors, typos, or inconsistencies.

**EDUCATION**

**Bachelor in Major** | University | City, State

Degree Earned: 20XX *(if your degree is in progress, state anticipated graduation date: Month 20XX)*

**SKILLS**

* Include relevant skills
* Hard skills: often required to do the job, ex. Computer skills
* Soft skills: often make you a good person to work with, ex. Communication
* Skills should correspond with your experience
* Include “keywords” from the job description of the job you’re applying to
* Include 6 to 10 skills

**AWARDS AND HONORS**

* A list of any awards or honors you have received
* If you don’t have anything to list, opt for another one of the additional sections

**ADDITIONAL SECTIONS**

* For a complete and well-rounded resume, if applicable to you add additional sections.
* Volunteer experience, Relevant certifications, Language skills, Portfolio of work

**REFERENCES**

Available upon request.