

First & Last Name

Experience

Title / Company / Town, State

Beginning Month & Year -Present

- For job descriptions, choose sophisticated language to describe even your simplest of tasks. Did you stock shelves at a grocery store? Or did you manage \$20,000 of inventory and maintain stock accuracy?
- Ensure your experience bullet points aligns with your skill set you list at the bottom of your resume.
- Use numbers and percentages towards the top of each section. Not only are they an eye catcher, but they show exactly how much of an impact you made.
- Try to create bullet points in each job description to the following - how you affected customers, how you worked with other teams, how you helped the company, and how you took initiative or improved in your role.

Title / Company / Town, State

Beginning Month & Year - Ending Month & Year

- Incorporate descriptions of how you strengthened your skill set or acquired new ones.
- Remember to use numbers and percentages at the top of each job description.
- Read each job posting and incorporate key phrases into your resume.
- Place your strongest accomplishments towards the top of each section.
- Your resume should be tailored to each company.
- Make sure to **start** an online course so you can list it on your resume.

Education

- *Company*
Course/Certificate Name

Beginning Month & Year - Present

- *Highschool Name*
Diploma

Beginning Month & Year - Ending Month & Year

Volunteer

Organization Name

- If your roll demonstrated skills that apply to a potential position (such as leadership, coordination, project management, etc.) create 1 or 2 bullet points similar to your job descriptions.
- It is also fine to simply list different organizations you have volunteered with.

Skills

List / Strongest / Skills / Relevant / For / Applying / Position