

Summary

Write 3–5 sentences highlighting your top skills and key achievements. Use strong action verbs and quantifiable results, like “increased sales by 20%.” Tailor your summary to the job, focusing on relevant experience and what sets you apart. Be concise and avoid vague statements, making sure your strengths align with the role you’re applying for.

Skills

Microsoft Office: Word, Excel, PowerPoint
Google Workspace: Docs, Sheets, Slides
Adobe Photoshop, InDesign, Illustrator, AfterEffects
Native English, Conversational Spanish

Honors

Organization 1, Award Title (Year)
Organization 2, Award Title (Year)

Publications

Last Name, First Initial (Year). *Title. Publication*, Volume/Issue, Pages.

Last Name, First Initial (Year). *Title. Publication*, Volume/Issue, Pages.

Education

Institution, City, State
Degree or Certificate, Graduation Year

Work Experience

Company 1

City, State

Job Title

MM/YYYY–MM/YYYY

- Start each bullet point with a strong action verb like “led,” “managed,” or “developed” to show initiative.
- Quantify your achievements with specific numbers, like “increased revenue by 9%” or “managed a team of 5.”
- Highlight measurable results, like “reduced timelines by 15%” or “boosted client satisfaction by 25%.”
- Focus on outcomes that show impact, like “improved workflow efficiency by streamlining processes.”
- Avoid vague terms like “responsible for”; use “delivered,” “drove,” or “achieved” to show results.

Company 2

City, State

Job Title

MM/YYYY–MM/YYYY

- Use industry-specific terms to showcase expertise, but keep the language understandable for all readers.
- Keep bullet points focused on relevance to the job you’re applying for, tailoring skills and achievements.
- Use consistent tense: past for previous jobs, present for current roles, like “developed” or “manage.”
- Show leadership by showcasing if you “directed” or “oversaw” projects, teams, or budgets.

Company 3

City, State

Job Title

MM/YYYY–MM/YYYY

- Mention the size or scope of projects or teams where relevant, like “led a project spanning 3 countries.”
- Keep each bullet point concise, aiming for 1 sentence that clearly explains the action and its impact.
- Tailor your resume by tweaking bullet points to align with the job description and required skills.

Company 4

City, State

Job Title

MM/YYYY–MM/YYYY

- Use keywords from the job description to optimize your resume for Applicant Tracking Systems (ATS).
- Limit jargon to avoid confusion, but include technical terms that demonstrate expertise and are relevant.
- Be precise, avoiding overly complex language or jargon that might confuse or overwhelm the reader.