Insert Your Name

Address Optional
Phone: (XXX) XXX-XXX, E-Mail:

How to use this template:

Copy this template so you have a copy for yourself. Enter each title and company you want to showcase, and then make sure when listing your experience, you are showing what IMPACT your role brought to the organization. You can do this by listening out improvements you made to something, things that you managed or created, etc. If you feel stuck, using the PAR or STAR method when thinking of your resume can be helpful.

Remember to try to tailor each version of your resume to the desired role that you want. How do you do that? Look for keywords in the resume that match your skills and include those keywords in your descriptions.

Experience

Insert Title - Company **XXX 2022 – Current**

- Insert action words, percentages, etc
- Use words such as implemented, developed, improved, instituted
- Insert action words, accomplishments. You want to be concise here and remember someone or something could be scanning this.

Rockstar - Live Nation **XXX 2022 – Current**

- Insert action words, percentages, etc
- List achievements
- Insert action words

Travel Bug - Life, Inc. **XXX 2022 – Current**

- Insert action words, percentages, etc
- Remember to be concise here

Education

XXX University
Insert Degree
State University
Insert Degree

Additional Skills

Skills: (Examples) Asana, Canva, Salesforce, Hubspot, Jira, Confluence, WordPress, Loomly, Google Suite, Zendesk, Zoho, Trello, and Microsoft Office