

Resume Example

Location | LinkedIn Hyperlink | Phone Number | Personal Email

WORK EXPERIENCE

Company <i>Position</i>	Location <i>Dates</i>
-----------------------------------	---------------------------------

- Use 2-5 bulleted examples of your accomplishments using keywords skills that employers are seeking and from the job description
- Start with a strong action verb at the beginning. Describe the outcome of your work, how you impacted the organization, and how your knowledge grew.
- **Example:** Implemented an original content strategy leading to 50K+ Instagram follower growth over a span of 3 months.

Company <i>Position</i>	Location <i>Dates</i>
-----------------------------------	---------------------------------

- Use numerical statistics like percentages and amounts for effect. You'll want to include population, quantity, and frequency.
- **Example:** Increased website traffic 35% from Jan-May 2019 for a new product campaign.

Company <i>Position</i>	Location <i>Dates</i>
-----------------------------------	---------------------------------

- Use proper tenses, minimal colors, and professional fonts like Times New Roman
- Read over the resume for flow and make sure it isn't too dense to read! It should demonstrate your professional experience in a polished manner.

LEADERSHIP EXPERIENCE

Company <i>Position</i>	Location <i>Dates</i>
-----------------------------------	---------------------------------

- This section is optional! Use it to demonstrate extracurricular activities and other unique experiences you add to the role; it should exemplify and add credibility to your resume.
- It should be formatted like previous bullets in previous sections.

EDUCATION

University <i>Major/Degree</i>	Location <i>Graduation Date</i>
--	---

SKILLS & INTERESTS

Skills: These skills should be concrete technology skills (Ex: Canva, Excel, SQL, etc.) and languages (Ex: Spanish, French).

Interests: Describe outside hobbies. **Example:** Skiing | Gardening | Baking

Jane Doe

Los Angeles, CA | LinkedIn | 123-345-5678 | janedoe@gmail.com

WORK EXPERIENCE

Deloitte

Marketing Strategist

Los Angeles, CA

September 2020 - PRESENT

- Utilize CRM platforms like Hubspot to service 60+ clients daily, identifying pain points and marketing opportunities for success
- Conduct market research on Qualtrics for 100+ infographics and video content on TikTok
- Generate trend reports on Sprout Social and Excel for social media content, optimizing organic reach from 14% to 30% in 3 months.

Walmart

Sales Manager

Los Angeles, CA

January 2019 - January 2020

- First point of contact for 15-20 associate managers at a time
- Evaluated 80+ employees in 6 departments through surveys which improved productivity for tasks by 23% daily
- Collaborated with senior management on customer success increasing survey submissions from 60% to 75% identifying the pain points

Target

Seasonal Sales Associate

Los Angeles, CA

April 2018 - November 2018

- Presented recommendations for seasonal sales items streamlining POS which led to \$1,500 in sales daily, setting a new team-record high
- Analyzed all products with district manager which increased the efficiency of deliveries from store to customer by 17%

LEADERSHIP EXPERIENCE

Food Harvest

Food Rescuer

Los Angeles, CA

April 2020 - Present

- Rescued 200+ pounds of food daily to prevent 70M+ pounds of greenhouse gasses
- Coordinated 5 events with team members regarding food rescue charities at local businesses, to donate 500+ homeless shelters across the Connecticut area

EDUCATION

Wesleyan University

B.A. in Business

Middletown, Connecticut

Graduated in 2018

SKILLS & INTERESTS

Skills: Microsoft | Adobe | Canva | Sprout Social | CRM | Qualtrics | Excel | HubSpot

Interests: Skiing | Gardening | Baking