

FIRST LAST [TO EDIT THIS TEMPLATE, CLICK FILE > MAKE A COPY]

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SUMMARY

This is your Summary Section. This is a great place to summarize your experience and accomplishments. If you're changing careers or re-entering the workforce, use this section to tell your career story. Your Summary Section is also a great place to include job description keywords. Remember, ATS is scanning your resume for keywords to determine if you're a good fit for a role. Keep this section short and sweet - 3 to 6 lines should cover it.

SKILLS

- | | | | |
|-----------|-----------|-----------|-----------|
| • Keyword | • Keyword | • Keyword | • Keyword |
| • Keyword | • Keyword | • Keyword | • Keyword |
| • Keyword | • Keyword | • Keyword | • Keyword |

EXPERIENCE

Work From Home Happiness, Ocala, FL

April 2015 – Present

Certified Professional Career Coach

- Grew client base using an electronic calendar system that resulted in 50% more appointments and reduced no-show appointments by 75%
- Bullet points should demonstrate value and use this format [Action Verb] [Accomplishment] [Metric]
- Remember: Your most recent experience should have the most detail. Come up with 3-6 bullet points per work history

Company Two, City, ST

Mon YEAR – Mon YEAR

Senior Careers Writer

- Planned, created, and wrote blog content that increased reader engagement by 63%
- Bullet points should be in format [Action Verb] [Accomplishment] [Metric]
- Action verbs include Achieved, Led, Resolved, Developed, Generated, Managed, etc.

Company Three, City, ST

Mon YEAR – Mon YEAR

Content Manager

- Coordinated a team of 10+ freelance writers to grow blog readership by more than 80% in one year
- Reviewed and edited approximately 30 blog posts every month to ensure consistency and accuracy across three blogs and 20 social media channels
- Increased conversion rate by 30% which resulted in revenue growth month over month
- Remember: Bullet points should be in format [Action Verb] [Accomplishment] [Metric]

EDUCATION

WFHH University, City, ST

May 2010

Bachelor of Arts; Major in Digital Marketing