

RESUME/COVER LETTER/LINKEDIN TEMPLATE by @youknowitjulian

Full Name:

Phone Number:

Location (City, State, Country):

E-mail Address:

Preferred Method of Communication:

LinkedIn profile link:

Industry that you're interested in:

Positions you're applying for with direct links to positions you're interested in (if more than one please rank them from most interested to least):

IF YOU'RE LOOKING TO REVAMP YOUR LINKEDIN PROFILE

Are you okay with me logging into your account for the sole purpose of improving, editing, and adding to your profile in efforts to help you see more success during the job search:

LinkedIn username and password if you're comfortable with and consent to

YouKnowItJulian logging into your account for the aforementioned purpose:

Please note: we are committed to handling your sensitive information with the utmost care and concern, and recommend you change your LinkedIn password immediately after we confirm the completion of work from our end. Thank you for your trust and partnership.

Work Experience:

Most Recent Job First (or present)

Job 1:

Company Name:

Official Title:

City, State:

Start date (Month Year):

End date:

In your own words/couple of sentences- what were your daily responsibilities and what kinds of projects did you work on:

Achievements while in the role (and please be sure to include quantifiable value-adds if possible – i.e. “reduced office supply costs by 32%,” etc.):

What technological systems did you work with (Salesforce, Oracle, etc.):

What skills did you develop during your role:

Any recognition/awards:

Job 2:

Company Name:

Official Title:

City, State:

Start date (Month Year):

End date:

In your own words/couple of sentences- what were your daily responsibilities and what kinds of projects did you work on:

Achievements while in the role (and please be sure to include quantifiable value-adds if possible – i.e. “reduced office supply costs by 32%,” etc.):

What technological systems did you work with (Salesforce, Oracle, etc.):

What skills did you develop during your role:

Any recognition/awards:

Job 3:

Company Name:

Official Title:

City, State:

Start date (Month Year):

End date:

In your own words/couple of sentences- what were your daily responsibilities and what kinds of projects did you work on:

Achievements while in the role (and please be sure to include quantifiable value-adds if possible – i.e. “reduced office supply costs by 32%,” etc.):

What technological systems did you work with (Salesforce, Oracle, etc.):

What skills did you develop during your role:

Any recognition/awards:

Education:

If you went to college-

Name of college you attended:

Location of College:

Did you receive your degree- if so, what degree did you receive:

GPA (if over 3.0):

Other Education:

Volunteering, Leadership, or other Activities/Involvements (Were you involved with charity programs, Greek Life, Sports, etc.?)

Name of organization:

What was your role (if applicable) and what did you do:

Name of organization:

What was your role (if applicable) and what did you do:

Name of organization:

What was your role (if applicable) and what did you do:

Computer Skills:

Level of experience with Microsoft Word/ PowerPoint/ Excel:

Do you have experience with other tech management systems (i.e. Oracle, QuickBooks, Salesforce, etc.):

Coding Languages:

Other:

Extra:

Languages (i.e. beginner Spanish, native Arabic, etc.):

Interests (i.e. playing guitar, traveling, etc.):

Anything else you would like to add: