

YOUR NAME

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THE POSITION YOU'RE APPLYING FOR

Use this space for your personal statement. Say a little bit about who you are. Don't go overboard. It only needs to be a paragraph. You can always expand on this in your cover letter. Remember that you just need to get an interview, not tell your whole life story. The hiring manager knows you can't share everything about your life. Just prove that you are qualified for the job and seem like a likable, unique human. Don't forget to include relevant job keywords, too.

Key skills include:

Use this space to include specific skills like Photoshop, CRM management, MailChimp, etc.
I also like to use • (alt + 8) to separate items with bullet points.

PROFESSIONAL & VOLUNTEER EXPERIENCE

JOB TITLE #1

SEPT. 2019 –
PRESENT

- You should mention specific numbers and metrics for each item
- For example, "Created social media posts that reached 3,000 daily followers" or "Sent emails that achieved a 35% open rate"

JOB TITLE #2

AUG. 2019 –
PRESENT

- You should also mention people you worked with
- For example, "prepared meeting materials for the CEO"
- You should keep bullet points per title to three or fewer

VOLUNTEER TITLE #1

JAN. 2019 –
JUL. 2019

- You might not have a ton of job experience, so highlight your volunteer work or pro-bono work projects.
- Show you care about people other than yourself

CONTEST AWARD #1

MAY 2018 –
MAY 2019

- Get creative! If you've won or received honorable mentions for any competitions, list those. People like hiring winners.
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EDUCATION

YOUR UNIVERSITY • CITY, STATE • GRADUATING YEAR
DEGREE NAME – GPA
RELEVANT AWARD OR HONORS

Squeeze the margins to make things fit. Your goal is to make the page look good.