**NAME AND CONTACT INFORMATION**

**Your Name**

**Mid-Level Job Title You’re Seeking**

**Phone Number:** (xxx) xxx-xxxx **| Email:** p[rofessionalemail@email.com](mailto:Professionalemail@email.com)

**Location:** City, State **| Links:** LinkedIn/Social Media (optional)

**WORK EXPERIENCE**

JOB TITLE | Company Name | Location | 20XX-Present (Make sure your most recent job is listed first)

* Focus on your contributions, not your responsibilities. For example, “Grew digital marketing ROI by 14%” is much better than saying, “Led digital marketing efforts.”
* Start your job description bullet points with active verbs rather than personal pronouns. For instance, “Designed and implemented work ticketing system” propels your content forward while “I designed and implemented a work ticketing system” slows the recruiter.
* Quantify your impact whenever possible because numbers corroborate your claims. Stating that you “Uncovered $3.2M in potential savings” shows a real result over a generic claim of “Discovered potential savings.”

JOB TITLE | Company Name | Location | 20XX-20XX

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients, helping clients lose 26 pounds on average” is a lot more compelling than a run-on sentence, redundancies, or wordiness.
* Aim to include 3-5 of the most relevant work experiences on your resume, listing them in reverse-chronological order.

JOB TITLE | Company Name | Location | 20XX-20XX

* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish. “Partner**ed** with cross-functional teams to design multimedia campaigns that boosted subscriptions by 17%” will make a lot more sense to a recruiter when you left that role three years ago.

**SKILLS**

* Include 6 to 8 skills, no more than 10
* Hard skills: tools, software, etc., like CRM or Python
* Soft skills: not easy to measure, like communication or empathetic
* Include “keywords,” skills you find mentioned in the job ad
* Be honest; exaggerating your abilities will eventually be found out
* Make sure your skills are represented in your work experience

**EDUCATION**

FIRST DEGREE: SECOND DEGREE:

Name of School: Name of School:

Degree: Degree:

Graduation Date: Graduation Date:

**CERTIFICATIONS/LICENSES**

* Be sure to stay on top of keeping these current
* Certifications and licenses can differ between states and even across jobs in the same industry