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FIRST NAME LAST NAME

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PROFESSIONAL EXPERIENCE

COMPANY

Date

Location

MM, year - Present

- Use this section to lay down your key accomplishments in bullet point format. It makes your resume a lot more digestible
- List 3-5 years/1-4 bullets per company / organization. Your 1st/bulleted should be an overview of what you did, whilst the 2nd / 3rd / 4th should highlight specific projects and successes. List your bullets in a descending order based on their impacts
- Keep your professional experience / extracurricular / leadership experience to no more than 8 companies / orgs

COMPANY

Date

Location

MM, year - MM, year

- Make sure your resume is tailored to the position you are applying for. Copy and paste key terminology and main responsibilities from the company's job description. Ensure that the tools and hard skills the company is looking for are embedded in your bullets (e.g., excel/SQL / Tableau / Data Studio)
- Begin with an action verb for each bullet (i.e. Spearheaded, designed, constructed). Use the past tense, even if you're still in your current position
- Quantify your impact with impact statements and add numbers to your bullets (i.e. grew revenue by 50M, 95% NPS). Identify every bullet should be quantifiable. Show your personal impact vs. what your team collectively achieved. Follow the ABC format: Achieved it as measured by B by doing C

COMPANY

Date

Location

MM, year - MM, year

- Do not exceed a **SINGLE PAGE** for your resume unless you have 10+ years of experience
- Looks better - stick with the font, font size and page composition in the template above
- When writing a resume bullet, try to fill your statement to the end of the page

EXTRACURRICULAR / LEADERSHIP EXPERIENCE

ORGANIZATION

Date

Location

MM, year - Present

- If you are an experienced professional, remove the extracurricular and leadership experience unless you have something extremely impactful to highlight
- If you have more than 2 years of work experience, remove all your college related experience (internships + campus organizations), unless it's something you continued/pursuing in post-college (i.e. volunteering as a lifeguard officer)

ORGANIZATION

Date

Location

MM, year - MM, year

- Format this section to be similar to the work experience section above

EDUCATION

UNIVERSITY XYZ

Bachelor of science in science

Location

MM, year - MM, year

- Achievements/distinctions - GPA: 4.00/GPA (optional for GPAs below 3.5)
- Awards - Dean's List / experience / Institute or otherwise excellence

SKILLS & INTERESTS

- Skills: Highlights skills that are pertinent and beneficial to the role you are applying for. Make sure they are not generic like "word" or "powerpoint"
- Languages: If you know more than one language, highlight your proficiency to provide a competitive advantage
- Awards: Do not underestimate the resume section! It sets up a great conversation starter. Avoid generic interests like "reading" / "working", instead, be creative and add color

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Guide to Job-Hunting Online, Sixth Edition Mark Emery Bolles,Richard N. Bolles,2011-05-17 Before you start your Internet job hunt there are some things that you must know like Why are job sites like Monster and CareerBuilder so stunningly ineffective What can you do to make sure your resumes survive the elimination process How do you find the information that search engines like Google can't How can you tell the difference between a genuinely helpful job board and a website designed only to collect resumes When are hobby forums more helpful than business networking sites When is the Internet not helpful when job hunting What is the fatal flaw of all social networking sites The Guide to Job Hunting Online 6th Edition not only answers these questions and many more but shows you how to comprehensively and effectively use the Internet for all aspects of your job hunt This companion to What Color Is Your Parachute the best selling job hunting book in the world has been completely rewritten for our changing times and includes hundreds of updated website recommendations and descriptions The Guide to Job Hunting Online shows you how to quickly find the data that will be most helpful to you how to identify and research the places where you will most enjoy working how to leverage the power of social networking sites and how to use your Internet time most effectively avoiding the common pitfalls and setting you up for success **The**

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Table of Contents Resume Template Guide Install

1. Understanding the eBook Resume Template Guide Install
 - The Rise of Digital Reading Resume Template Guide Install
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Guide Install
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Guide Install
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Guide Install
 - Personalized Recommendations
 - Resume Template Guide Install User Reviews and Ratings
 - Resume Template Guide Install and Bestseller Lists
5. Accessing Resume Template Guide Install Free and Paid eBooks
 - Resume Template Guide Install Public Domain eBooks
 - Resume Template Guide Install eBook Subscription Services
 - Resume Template Guide Install Budget-Friendly Options
6. Navigating Resume Template Guide Install eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Guide Install Compatibility with Devices
 - Resume Template Guide Install Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Guide Install
 - Highlighting and Note-Taking Resume Template Guide Install
 - Interactive Elements Resume Template Guide Install
8. Staying Engaged with Resume Template Guide Install

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Resume Template Guide Install
- 9. Balancing eBooks and Physical Books Resume Template Guide Install
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Guide Install
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Guide Install
 - Setting Reading Goals Resume Template Guide Install
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Guide Install
 - Fact-Checking eBook Content of Resume Template Guide Install
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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