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EASY TO EDIT

What can you edit?

✓ Font

✓ Margins

✓ Title

✓ Sections

✓ Text

✓ Color palette

What about icons?

You don't need icons in your resume. In fact, it may negatively affect ATS!

FIRST NAME LAST NAME

1234 Apple Avenue, City, CA, 11111 | 123-123-1234 | [xxx@x.com](#) | [LinkedIn](#) (optional)

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/bullet 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, y% 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/pursued in post-college (i.e. volunteering at a homeless shelter)

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: Honors - GPA: 4.00/4.0 (optional for GPAs below 3.5)
- Awards - Dean's List / experience / Institute or research 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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Jason Edwards



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The Bachelor's Guide To Life Jason Rich, 2005-05 The Bachelor's Guide To Life is jam packed with detailed information and answers to common questions that every single guy has as they strive to achieve happiness and success Discover the secrets for finding and creating the perfect bachelor pad dating personal grooming managing finances finding an awesome job enjoying free time and planning for the future Read interviews with experts and learn about products and services that can improve the quality of life of any single guy The Bachelor's Guide To Life is ideal for college students recent graduates guys who are recently divorced singly guys looking to improve their lives and metrosexuals everywhere **The Full-Time Faculty Handbook** Virginia Bianco-Mathis, Neal Chalofsky, 1999 The Full Time Faculty Handbook is a guide to the life of a college professor Editors Virginia Bianco Mathis and Neal Chalofsky examine the major components of a life in the academy teaching advising publishing research and service Practical comprehensive and engaging this handy guide appeals to a broad audience across all academic disciplines from new professors to tenured faculty Themes that are introduced and woven throughout the book include The basics of academic life Key strategies for success Political realities vs the ideal Managing your career creating your own schedule roadmap and network Assessing where you are and what needs to be done Finding fueling and maintaining your passion The authors also address the latest trends in the field that are affecting time honored teaching traditions such as distance learning outcome assessment continuous learning and the evolving roles and responsibilities of full time faculty The Purpose Handbook Eloise Skinner, 2021-10-04 It's Monday morning 9am How do you feel Imagine waking up to start another week In a perfect world how would you like to feel Maybe you imagine feeling motivated and energized Maybe you imagine starting your week with a sense of purpose peace and intention The goal of this book is simple to help you live with a sense of purpose Part manual part manifesto this book is not a quick fix for happiness it's not a five day plan promising a fast result Instead it's a companion your personal guide to navigating your own sense of purpose as it evolves throughout your life Eloise Skinner is an author therapist and teacher She's also the founder of The Purpose Workshop an agency helping clients to navigate their purpose and redesign their lives Eloise studied at Cambridge trained at Oxford and practised as a corporate lawyer but after some soul searching including a year training to be a monk she followed her passion into psychotherapy Above all Eloise is driven by the idea of integration the power of bringing together all aspects of work and life to live fully with intention integrity and purpose *The Job Tree: Winning Your Next Job* Lee Smith, 2021-02-24 Winning a new job can be a challenge Jobs are changing worldwide Technological change globalization and economic disruptions like recessions all have an impact Workforces are becoming increasingly mobile with frequent job changes This book will help you develop the skills and documents for successful job hunting It provides expert advice resources and support It also helps you develop your resum social media bio and interview skills The book contains step by step guidance and tips on how to handle the complex field of job searching The Job Tree will help you win your next job

The Comprehensive Guide to Cybersecurity Careers Jason Edwards, 2024-05-14 The Comprehensive Guide to Cybersecurity Careers is the definitive resource for aspiring and established cybersecurity professionals. This guide delves deep into the ever-changing cybersecurity landscape, providing insights into the diverse career paths within the industry. From technical roles like security analysts to strategic positions in policy development, this book covers a broad spectrum of opportunities in the field. It highlights the importance of staying ahead in the cybersecurity arms race, emphasizing continuous learning and adaptation to face advanced threats. The guide also offers practical advice on essential skills, understanding industry trends, and the impact of high-profile cyber incidents. This book is more than a mere information source; it's a dynamic tool that evolves with the field and its readers. It encourages active engagement and contribution to the cybersecurity community. With its focus on building professional networks, navigating the hiring process, and strategies for career advancement, The Comprehensive Guide to Cybersecurity Careers is an invaluable asset for anyone aiming to forge a successful and impactful career in cybersecurity. Whether starting fresh or seeking to enhance existing expertise, this guide is an indispensable companion in the journey through the complex world of digital security.

Key Features:

- Career Exploration:** Explores responsibilities, necessary skills, and qualifications for a wide range of cybersecurity roles, from technical positions to management and emerging fields like AI and cloud security.
- Educational Pathways Overview:** Offers insight into various educational options for cybersecurity, including university programs, adult professional programs, and self-study methods, emphasizing the importance of lifelong learning.
- Certification Guidance:** Details information on essential cybersecurity certifications, including a roadmap for obtaining them and a comprehensive list of certifications suitable for beginners and advanced professionals.
- Emphasis on Soft Skills:** Discusses the importance of soft skills like teamwork, critical thinking, and stress management in cybersecurity.
- Portfolio Development:** Provides strategies for building a strong professional portfolio, including tips on showcasing problem-solving skills, gaining credibility, and leveraging experiences for career advancement.
- Job Market Navigation:** Offers practical advice on job search strategies, resume tailoring, interview preparation, and effective use of professional networking.
- LinkedIn Networking Features:** Specific tactics for optimizing LinkedIn profiles for cybersecurity professionals and strategies for engaging with the industry through this platform.
- Sector-specific Cybersecurity Insights:** Details cybersecurity challenges and opportunities in various sectors like finance, healthcare, government, and more.
- Future Trends and Career Adaptation:** Discusses adapting to evolving roles in cybersecurity, including the impact of automation, AI, and the importance of keeping skills relevant in a fast-paced industry.

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Profiting with ChatGPT Sam Choo, Profiting with ChatGPT: Unlocking the Power of AI for Income. Are you ready to harness the power of AI and turn it into profit? In Profiting with ChatGPT, you'll discover how to use one of the most advanced AI tools, ChatGPT, to generate income, streamline your work, and build a successful business. Whether you're a

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Dear High School Senior: Prepare for Life After High School Nicole Herbert Dean, 2022-10-13 Teach real life skills to your high school senior who is preparing to go to college trade school or a job This book has everything a graduating senior would need whether they are heading to college trade school or a job This guide will help prepare them for the real world of adulting There are pages for preparing for dorm life roommate agreements savings trackers bill tracker finals schedules birthday reminders and much more This also makes a perfect graduation gift as it comes with a designed cover Check out our other life skills products at Thinkologie

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range of media and communication degrees but it's also for any undergraduate student looking to work in the media and creative industries. It covers every stage of the job seeking process starting with guidance for identifying potential employment sectors and incorporating insights into what employers are looking for from you. This key text will leave you feeling career ready by informing you about the world of opportunities in the media and creative industries. By the end of the book you will have practised writing a cover letter and delivering an elevator pitch allowing you to feel confident as you take the next steps beyond university. Spanning topical issues from working from home and freelancing to advice on avoiding burnout, this introduction to your media career is both current and comprehensive. **The Clinical Nurse Specialist**

Handbook Patti Rager Zuzelo, 2010-10-15. This book is Print on Demand. Orders can take 4-6 weeks to fulfill. The Clinical Nurse Specialist Handbook, Second Edition, is a comprehensive resource designed exclusively for clinical nurse specialists. Completely revised and updated, it delves more deeply into topics covered in the first edition, winner of the 2007 AJN Book of the Year award. As the CNS role continues to evolve, opportunities and challenges will emerge. Readers gain valuable insight and learn effective strategies to manage the day-to-day responsibilities and complexities associated with continuous quality improvement, patient safety initiatives, chairing meetings, and teaching. The text provides practical advice using real-world CNS scenarios to facilitate learning and positively influence care outcomes. It also contains information and tools to help students expand their knowledge and succeed professionally. Chapters address issues such as workplace violence, professional and personal development, and performance appraisal. Practical suggestions, resources, and examples. Case studies of real-life hospital situations. Newly revised PowerPoint slides to help educators initiate discussions. View Sample Chapters. 2010. 386 pages. [Working for Companies: Insights and Stories for Professionals Who Want to Work in Industry](#)

Eugene Dougherty, 2025-05-30. Happy, productive, successful employees make companies they work for productive and successful. Everyone benefits since such companies will become better, more pleasant, and even fun places to work. [Working for Companies: Insights and Stories for Professionals Who Want to Work in Industry](#) gives people an idea of what to expect at each stage of their careers, including how to get hired into the right company and how to move to a different job or company mid-career. It suggests things employees might do to be happy, productive, and successful. The book is full of stories, some funny insights, and conversations that exemplify what really goes on in industry. These should benefit both those who want to work for companies and those who already work in them. Leveraging the stories, insights, and experiences related in this book should lead to better employees and better companies. About the Author: Eugene Dougherty is currently retired. He has worked his entire life in industry, after graduating from Princeton with a Ph.D. in Chemistry, which was granted in 1980. He is recently widowed, having been happily married for 48 years, and has three grown children and three grandsons. Eugene loves movies and reading, particularly about politics. He also loves sports, both as a participant and a spectator. [The Confident Switch](#) Shimeka Williams, 2022-10-10. Are you stuck in a job that lacks fulfillment? Do you want to change careers but don't

know where to start Have you wondered if it s possible to earn an income doing what you truly love If so it s time to make The Confident Switch Many of us grew up believing that the key to success was to secure a steady and reliable source of income As a result we shaped our adult lives around pursuing a job and making decisions to earn a paycheck Yet while we accomplished many things and reached important goals something significant happened along the way Some of us maybe even most of us sacrificed our happiness and gave up on our dreams In today s world people realize that life is too precious to waste on things that don t add genuine value As a result a significant portion of the workforce is looking to shake off the outdated and uninspired standards of living in favor of something new There s just one problem the process of choosing and stepping into a new career can be overwhelming In The Confident Switch Shimeka Williams presents readers with a clear and insightful guide to finding their most fulfilling career First with an emphasis on mindset she tackles the myths that keep people stuck in unfulfilling jobs and provides a step by step process for identifying and pursuing your ideal Then she answers 10 of the most commonly asked questions among career changers and offers valuable advice and tips to help navigate the process of making a career pivot The Confident Switch will help you clarify your career goals develop confidence and launch you into a new future where you live a life you love **Occupational outlook handbook, 2010-11 (Paperback)** ,1990

A Practical Guide to Therapeutic Communication for Health Professionals - E Book Julie Hosley,Elizabeth Molle-Matthews,2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help students engage into the practice of communication It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios questions or hints and tips to encourage application of those principles into real life situations Easy to read style provides practical information hints and tips Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter Spotlight on Future Success boxes provide students with useful practical tips for improving communication Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication skills Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages patient caregiver interviews chapter key points and patient charts Audio segments on the CD ROM provide

communication in action to help students observe verbal communication examples and apply their skills JOB SEEKER'S GUIDE TO ZERO EXPERIENCE SHIKHAR SINGH (THE ZENITH), Are you a recent graduate or someone looking to switch careers but feel discouraged by the experience required hurdle Jumpstart Your Career A Job Seeker s Guide to Zero Experience is your essential roadmap to conquering this challenge and achieving your professional dreams In today s competitive job market landing your first job or transitioning into a new field can seem like an insurmountable task This book is your guide to break down those barriers and unlock the door to opportunities Drawing on the expertise of seasoned career advisors and human resources professionals this comprehensive guide empowers you to make a successful entry into the workforce regardless of your prior experience Jumpstart Your Career is a practical easy to follow guide that equips you with the tools strategies and confidence you need to break through the experience barrier and embark on a fulfilling career journey If you re ready to turn your zero experience into a compelling advantage this book is your ultimate companion Start your journey today and unlock a world of possibilities in the professional realm Job Hack Carisa Montooth,2014-07-25 Find out how to navigate the ins and outs of the job search in this easy to use guide You ll learn why it s important to match your career choices to your values and how to do it You ll figure out what level of education you need for the job you want Want free online career resources They re in there too You ll get tips and templates for creating resumes and cover letters and a guide to the real meaning behind some of the most commonly asked interview question as well as salary negotiation basics all in this concise easy to use guide Get all the shortcuts you need to get the job you want *101 Career Myths Debunked* Elizabeth L. Campbell,2022-08-01 What if everything you know about careers is false Bombarded by toxic misinformation about unemployment and failing career prospects job hunters are often halted by fear 101 Career Myths Debunked is essential reading for college students job hunters and career changers to discover the myths holding them back and reveal the surprising truths and practical steps that will set them on the path to career success Written by a counseling psychologist and career psychology expert 101 Career Myths Debunked is your personal career coach and ultimate planning guide This easy to use workbook will show you how to boost your confidence and build a life you love It walks you through the entire career development process and helps you deal successfully with everything you need to consider You ll learn practical new ways to move forward from your present uncertainty into a promising future

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