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BUILDING A RESUME

Your resume communicates your qualifications—who you are and what makes you different—to employers and recruiters. In a tough job market, you need a resume that helps you stand out. Ultimately, the purpose of a strategically targeted, polished resume is to get you an interview.

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STEP ONE: PERSONAL INFORMATION

NAME CURRENT AND PERMANENT ADDRESS
TELEPHONE NUMBER
E-MAIL ADDRESS

02

STEP TWO: EDUCATION

HIGH SCHOOL NAME, CITY AND STATE
DATE OF GRADUATION
COURSE HIGHLIGHTS
CERTIFICATES

03

STEP THREE: WORK HISTORY

SUMMER JOBS, INTERNSHIPS, VOLUNTEER WORK
INCLUDE POSITION TITLE, COMPANY,, CITY/STATE,
DATES, AND A BRIEF LIST OF THE JOB DUTIES

04

STEP FOUR: SKILLS

SKILLS
SOFT SKILLS: BEING RESPONSIBLE, LOYAL, AND
HARDWORKING.
HARD SKILLS: RESEARCH AND WRITING, MICROSOFT
WORD 98, MICROSOFT PUBLISHER 2000, PUBLIC SPEAKING.




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STEP FIVE: REFERENCES

TEACHER/PROFESSOR
WORK SUPERVISOR (CURRENT OR PAST)
CHARACTER REFERENCE (PASTOR, HEADMASTER, YOUTH
GROUP LEADER, OR SOMEONE WHO KNOWS YOU WELL)
INCLUDE THE NAME, RELATIONSHIP TO YOU,
ORGANIZATION, AND CONTACT PHONE NUMBERS.

RESUME EXAMPLES

OLIVIA WILSON

 123 Anywhere St., Any City  +123-456-7890  hello@reallygreatsite.com



EDUCATION

Ingoude Company

Bachelor of Fine Art

2021 - 2022

Arowwai Industries

Bachelor of Graphic Design

2022 - 2023

REFERENCES

Hannah Morales

CEO

Borcelle International Co.

+123-456-7890

hello@reallygreatsite.com

Yael Amari

Director

Borcelle Studio

+123-456-7890

hello@reallygreatsite.com

EXPERIENCES

Lead Of Graphic Designer

Borcelle Inc. | Mar 2023 - June 2027

- Contributed ideas for digital marketing campaigns
- Responsible for contacting blogs for features and reciprocal links

Senior Graphic Designer

Borcelle Studio | Feb 2021 - Jan 2023

- Help to contribute ideas for digital marketing campaigns.
- Responsible for managing all design project

Junior Graphic Designer

Studio Shodwe | Jan 2020-Jan 2021

- Help to contribute ideas for digital marketing campaigns.
- Responsible for managing all design project

RESUME EXAMPLES

ALEXANDER ARONOWITZ

SOCIAL MEDIA MANAGER

123 Anywhere St., Any City, ST 12345 | 123-456-7890 | hello@reallygreatsite.com

Education	BA Marketing/Communications/Digital Media Borcelle University, Any City, ST	2014 - 2018
Certifications	Ads Blueprint Certification Social Media Ads Certification Content Marketing Certification	2019 2020 2021
Professional Experience	<p>Social Media Marketer Timmerman Industries, Any City, ST</p> <ul style="list-style-type: none">Developed and executed social media strategies to increase brand visibility, drive engagement, and generate leads across various platformsCreated compelling and engaging content, including written posts, graphics, and videos, to attract and retain a target audience. <p>Social Media Coordinator Wardiere Inc., Any City, ST</p> <ul style="list-style-type: none">Assisted in the development and execution of social media strategies, including content creation, scheduling, and community engagement.Created and curated engaging content for social media platforms, including posts, images, and videos.	<p>04/30/23 - present</p> <p>09/01/22 - 04/30/23</p>
Skills	<ul style="list-style-type: none">Social Media Strategy DevelopmentContent Creation and CurationCommunity Management and EngagementSocial Media AdvertisingAnalytics and Performance Tracking	
References	Available upon request	
