

50+ Resume Samples, Format & Examples 2022

Every business cannot function without people and employees working to build up the company's brand and reputation. In the hiring process, a student or a professional presents a [job resume](#) to secure a job vacancy.

To create a resume sample of your very own, follow the following steps:

- Browse through several resume samples and examples for your own business.
- Customize Online or Download in your preferred File format and Print As Required

A resume is a [critical document](#) in the application and hiring of an employee. Each industry looks for distinct skills and objectives of individuals to know how their performance can help the company reach its goals. You can find 50 resume samples and examples, with their format, that you can use in applying for different industries. Find more below and get creative!

1. Job Resume Sample

In creating a [job resume](#), it is helpful to compose it according to the industry you are applying in. Highlight your skills and experience, and add design elements that help enhance your resume's look.



LAURA HAMSHIRE

info@laurahamshire.com 3692 Wescam Court Fallon, Nevada
(053) 123 4567 laurahamshire.com

Language

English ● ● ● ● ● ● ● ●
Spanish ● ● ● ● ● ● ● ●
German ● ● ● ● ● ● ● ●
British ● ● ● ● ● ● ● ●

Hobbies

Travel Music
Reading Writing



Career Objective

Idiendere ssimusa veliquae officem ex escipsanim aut eni tempore hendera temporepe plabore hendam re volores et utem volore repe peliquibus di dolor repratet reprepe qui doluptatia derferem rerume pa viditiammil.

Work Experience

Manbalay Bay | 2020
Sharaden Hotel | 2019

Front Desk Clerk | Off
Litorseque omnis aut quo dis accaquent mi, cus eatur.
Housekeeper | Intern
Litorseque omnis aut quo dis accaquent mi, cus eatur.

Educational Attainment

University of Queensland | 2015 - 19
University of Nevada | 2013 - 15

BS Hospitality Management
Litorseque omnis aut quo dis accaquent mi, cus eatur.
BA Tourism Management
Litorseque omnis aut quo dis accaquent mi, cus eatur.

Personal Skills

75 90 80 75
Communication Planning Critical Thinking Counseling

TEMPLATE.NET

2. Student Resume Sample

Students dream of starting at an organization where they can build their character and grow. Having a well-written [student resume](#) detailing your accomplishments helps you secure a job interview.

Jonathan Lin

3D Engineer / Specialist





(053) 215-7913



jon@mail.com



jonengineer.com



840 Pheasant Ridge Road,
Pennsylvania

I want to utilize my skills in problem solving, computer 3D graphics application in as visula effects engineer.

Education Degree

BS Computer Science and Engineering

3D Designing Software / Hardware

Pheasant Ridge University

Masteral in 3D Engineering Design

3D Specialist

Pheasant Ridge Masteral School

Personal Skills

Coursework

Visual Animation
Algorithms and Techniques

Animated Series Engineering

3D Animation

Ray Engineering

Software Engineering

Software / Harware Engineering

Work Experience

Visual Animation
Algorithms and Techniques
2017-2018

3D Animation
2018-2019

Software / Hardware Engineering
2020 Present

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt.

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

3. Professional Resume Sample

If you are a seasoned individual hoping to enter a larger business, it is critical to highlight your experiences through a [professional resume](#). List all your skills as well that can help you secure the interview and the job.



TANYA MAY MARTIN

GRAPHIC DESIGNER

Highly creative and multitasking Graphic Designer with extensive experience in print design, multimedia and marketing.

CONTACT

 tanyamay@email.com

 012 345 678 9000
012 345 678 9999

 162 Glory Road, Nashville
Tennessee

 martdesignfolio.com

PERSONAL INFORMATION

Working gives me a lot of skills and experience that I believe make me best suited for the job position that is being offered with a position of Graphic Designer.

Highly creative and multitasking Graphic Designer with extensive experience in print design. Exceptional collaborative and interpersonal skills.

EDUCATION

2006-2008 **Master Of Arts in Graphic Design**
Suffolk University, Boston

2002-2006 **Bachelor of Arts**
Suffolk University, Boston

1998-2002 **High School**
Tennis High School, Boston

SKILLS

Web Design 

Graphic Design 

Digital Art 

Drawing 

Animation 

SOFTWARES

Photoshop 

Illustrator 

Indesign 

Flash 

HOBBIES

WORK EXPERIENCE

2014-Present **Digital Fx Design Studio**
Graphic Designer
Maintained project management schedules, databases, and forecast.

2008-2014 **Spin Design Studio**
Graphic Designer
Utilize large format printing for billboards and trade shows and digital photography to enhance proposed work

TEMPLATE 001

4. High School Resume Sample

When drafting a [high school resume](#), remember to highlight your skills. If you don't have any experience in the field you're entering, indicate activities that showcase your soft skills like leadership and teamwork.

	<h1>PEARL E. SCHELLE</h1>				
<h3>CONTACT</h3> <p>16 Eleanor street, Orlando, Florida 81002345678 pearlie@gmail.com</p>	<h3>CAREER OBJECTIVE</h3> <p>As a fresh graduate from [NAME OF EDUCATIONAL INSTITUTION], I am looking for a job within the [SPECIFY INDUSTRY] industry that will enable me to creatively showcase talents all the while challenging me to adapt new skills and processes needed to advance within my chosen career path.</p>				
<h3>TECHNICAL SKILLS</h3> <ol style="list-style-type: none">1. Hardware troubleshooting2. Network troubleshooting3. Microsoft Office4. Adobe Creative Suite	<h3>EDUCATIONAL BACKGROUND</h3> <table border="0"><tr><td>2016 - 2018 Masters of Science University of California Berkeley, California 8100 2345 8947</td><td>2012 - 2016 Bachelor of Science University of California Berkeley, California 8100 2345 8947</td></tr><tr><td>2008- 2012 High School Clem High School Clemen Street, New York</td><td>2003- 2008 Elementary School Saint Ann's School Clemen Street, New York</td></tr></table>	2016 - 2018 Masters of Science University of California Berkeley, California 8100 2345 8947	2012 - 2016 Bachelor of Science University of California Berkeley, California 8100 2345 8947	2008- 2012 High School Clem High School Clemen Street, New York	2003- 2008 Elementary School Saint Ann's School Clemen Street, New York
2016 - 2018 Masters of Science University of California Berkeley, California 8100 2345 8947	2012 - 2016 Bachelor of Science University of California Berkeley, California 8100 2345 8947				
2008- 2012 High School Clem High School Clemen Street, New York	2003- 2008 Elementary School Saint Ann's School Clemen Street, New York				
<h3>HOBBIES</h3> <ol style="list-style-type: none">1. Singing2. Dancing3. Artist4. Reading5. Painting	<h3>PERSONAL SKILLS</h3> <p>Excellent written and verbal communication skills. Highly Organised and efficient Ability to work independently or as part of team Proven leadership skills and ability to motivate Ability to produce best result in pressure situation. Eager to learn new things.</p>				
<h3>LANGUAGES</h3> <ol style="list-style-type: none">1. English2. Spanish3. French4. German5. Russian	<h3>ACHIEVEMENTS</h3> <p>Persident, Association of Computer Students - 2017 Lay-out artist, The Guardian Student Magazine - 2013</p>				

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5. College Resume Sample

In terms of applying for work after graduation, a [college resume](#) allows you to highlight your achievements during your studies. It is also helpful to include certificates you obtained that relate to the position you are applying for.

		<h1>SEIKO S. ANNA</h1>	
3333 Raleigh St. Houston, TX 77021, USA		8100 234 5678 seiko@email.com	
<h3>CAREER OBJECTIVE</h3>			
An enthusiastic self-starter with strong leadership and communications skills. Proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization achieving its goals and objectives.			
<h3>EDUCATIONAL BACKGROUND</h3>		<h3>CERTIFICATION</h3>	
Bachelor of Arts 2012 - 2016 University of Texas Austin	High School 2008 - 2012 St. Ann's High School Houston	Certified Public Accountant Certification Division of AICPA 2017	
Elementary School 2003 - 2008 St. Ann's Elementary School Houston		Certificate Program in Management Accounting Certification Division of IMA 2017	
<h3>SKILLS PROFILE</h3>		<h3>INTERNSHIPS & PROJECTS</h3>	
The following are my best skills which I believe are applicable to the position I have applied for: 1. Typing 2. Fast Hands 3. Jazz Hands		Strokes Records Fabio Street, New York I worked as an Intern from June 12, 2015 to October 25, 2015 under the supervision of Mr. Arnaldo Aguas and was responsible for [SPECIFY], ensuring [SPECIFY], and overseeing the [SPECIFY].	
<h3>TALENTS & HOBBIES</h3>		<h3>DECLARATION OF VALIDITY OF INFORMATION</h3>	
My talents include: 1. Singing 2. Dancing 3. Artist 4. Mind Reading 5. Beatboxing	My hobbies include: 1. Walking 2. Sleeping 3. Surfing the net 4. Texting 5. Running	I, [NAME OF APPLICANT], declare that any and all of the above information presented in this resume on this [NUMBER] of [MONTH] of the year [YEAR] is certified, valid, and true to the best of my knowledge. Signature: [AUTHORIZED SIGNATURE]	

TEMPLATE #2

6. Resume Cover Letter Sample

A [cover letter](#) is sent together with your resume when applying for a job. The letter contains an introduction and a brief explanation of why you'd be the perfect candidate for the job opening. It is advisable to highlight technical and soft skills.

Dear Angelina Collins,

Greetings!

I am writing this letter to apply for the vacant position of Content Editor at your company, as posted on [jobseekers.com](#).

I graduated with an English Literature degree from ABC University. I have an overall work experience of 2 years. I also have the relevant skills and experience to be considered for employment for this position at your company.

I have attached my updated resume that contains my academic qualifications, skills, and experience for you to review and consider my application.

Thank you for your time and consideration. Looking forward to hearing from you.

Regards,

Chloe Jenner
Content Writer, Clincon Enterprises

7. Internship Resume Sample

It is advisable to create a strong impression on your [internship resume](#). It sets you up for the real world of being an employee, and knowing the elements to put on it with the correct words and phrases sets you up above other applicants.



**WILLIAM
JACOB OLIVIA**
INTERNSHIP

OBJECTIVES

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

PERSONAL QUALITIES

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

GET IN TOUCH

Name: William Jacob Olivia
Email: williamjacobolivia@gmail.com
Address: 1234 Main Street, New York, NY 10001
Phone: (212) 555-1234
Cell Phone: (917) 555-5678

MY PROJECT

PROJECT NAME 1 / 2017-2018

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

PROJECT NAME 2 / 2015-2017

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

MY AWARDS

BEST MERIT STUDENT AWARD / 2014

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

BEST MERIT STUDENT AWARD / 2012

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

EDUCATION

MASTER'S DEGREE / 2018-2019

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

BACHELOR'S DEGREE / 2011-2013

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

MY CERTIFICATE COURSE

CERTIFICATE NAME 1 / 2010-2011

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

CERTIFICATE NAME 2 / 2013-2014

William Jacob Olivia is a hard working, dedicated, and motivated individual with a strong background in business and marketing. I am seeking an internship opportunity where I can apply my skills and gain valuable experience in the field of business and marketing.

LANGUAGES KNOWLEDGE

English:
Italian:
Spanish:

8. Experienced Resume Sample

Once you have been in a particular field for a long period, presenting an [experienced resume](#) tells your recruiter that you know the ins and outs of the job and you are willing to share your expertise for the company's growth.



9. Teacher Resume Example

In creating a [teacher resume](#), highlighting your experience is the key to applying. Show that you have the experiences backed up by the skills to ensure that children will learn about their subjects and instill their core values.

SAMPLE RESUME VERSION 1 (Please note: Sample resumes are for reference only and should not be copied)

Name

Street | City State, Zip | Phone | Email

CERTIFICATION

New York State Teaching Certification Anticipated May 2019
Childhood Education, Grades 1-6

Standard First Aid and CPR October 2017

EDUCATION

Master of Science in Teaching | State University of New York at Potsdam | Potsdam, NY Anticipated May 2019
Major: Childhood Education | GPA: 3.99

Bachelor of Arts | State University of New York at Potsdam | Potsdam, NY May 2018
Major: Psychology | GPA: 3.24

TEACHING EXPERIENCE

Student Teacher | Potsdam Elementary School | Potsdam, NY Fall 2017 – Present

- Conduct classroom activities for a second-grade class of 24 students by assisting with designing lesson plans and instructional delivery through an inclusive and diverse application to teaching
- Assist in lesson planning based on common core curriculum to prepare students for reading and writing comprehension
- Utilize classroom technology, including SMART board, for alternative lesson delivery strategies
- Create weekly in-class bulletin boards for students, parents, and families to demonstrate planned class activities
- Plan literacy unit on essay writing to develop students' independent and collaboration skills

Substitute Teacher | Lawrence Avenue Elementary School | Potsdam, NY August 2016 – May 2017

- Assessed student performance by grading assignments to ensure criteria is measured and recorded
- Delivered twelve lesson plans in a reading-based program for grades 1-2 by preparing materials for each lesson to ensure effectively facilitated group activities
- Initiated student engagement through individualized support with subjects and encouraging equitable group work; improved student grades by applying material for various learning styles
- Applied positive and inclusive classroom management strategies to foster respectful relationships in class

SUPPORTING EXPERIENCE

Assistant | Clarkson University Baseball Camp | Potsdam, NY June – August 2016 – 2017

- Assisted in supervision of 20 campers aged 7-12 during training activities by reinforcing program rules and regulations for safety and engagement
- Identified and responded to camper behavioral concerns by reporting to camp directors and consulting with parents and families regarding program expectations
- Contributed with field maintenance by setting up activities and safeguarding equipment and facilities

Summer Camp Counselor | Camp Invention | Canton, NY June – August 2015

- Planned and assisted in the planning of daily arts and crafts and sporting activities for 36 children aged 8-9 years old
- Supervised group activities and escorted children on field trips to swimming pools, ensuring safety and a positive environment through effective communication to participants and site managers

SKILLS

Teaching Related Technology: ClassDojo, Google Chrome, Google Classroom, Google Slides, GoNoodle, Kahoot!, SmartBoard, Prezi, Popplet, Quizlet, PowToon, VoiceThread
Computer Skills: Google Suite, Microsoft Office Suite, Mac iOS, Window

10. Customer Service Resume Example

At present, there are plenty of companies that offer [customer service](#) positions, and creating a coherent resume helps you secure the job. It is best to highlight skills regarding communication, patience, and teamwork.

	Hayley Cummings Customer Service resume
AREAS OF EXPERTISE	PERSONAL SUMMARY
<i>Customer satisfaction</i>	A motivated, resilient and compellingly persuasive individual who loves nothing more than helping customers resolve their problems or find things that they want. Having a professional appearance and a respectful, business-like manner, Hayley is a service orientated professional who is very confident when handling enquiries, complaints, and communications. She is a team player, who is able to work to timely demands and effectively manage multiple workloads. Right now she is looking for a suitable position with a company that has a unique spirit and which not only believes in giving people the freedom to do a great job, but will also support them in achieving their future ambitions.
<i>Interpret customer feedback</i>	
<i>Call handling</i>	
<i>Managing Customer Data</i>	
<i>Customer service</i>	
<i>Listening to customers</i>	WORK EXPERIENCE
<i>Managing expectations</i>	<i>Healthcare Centre – Birmingham</i> CUSTOMER SERVICE June 2010 – Present
<i>Telephone Etiquette</i>	Responsible for ensuring that customer enquiries are resolved at first point of contact, unless specialist knowledge or further investigation is required. Doing this by using judgement and taking decisions within established procedures for each enquiry.
<i>Email handling</i>	Duties:
<i>Resolving problems</i>	<ul style="list-style-type: none">• Responding promptly to customer enquiries in person or via telephone, letter, and e-mail – always in a professional & efficient manner.• Using the in-house system to record necessary information and instigate actions as required.• Processing orders, forms, applications and requests for information.• Dealing efficiently with questions and queries from customers.• Keeping up to date with all the company's products, services and procedures.• Directing requests and unresolved issues to other colleagues.• Maintaining up to date paper and computer based files and administrative systems.• Promoting the company's products and services to customers.• Handling objections professionally.
PROFESSIONAL	
<i>First Aid Qualified</i>	
<i>Diploma in Customer Relations</i>	
PERSONAL SKILLS	<i>Fashion Shop - Coventry</i> Customer Service Advisor April 2010 – June 2010
<i>Excellent communicator</i>	
<i>Good problem solver</i>	KEY SKILLS AND COMPETENCIES
<i>Attention to detail</i>	<ul style="list-style-type: none">• A clear and confident telephone manner.• Ability to communicate effectively with a wide range of customers.• Proven aptitude for dealing with customer complaints.• Extensive knowledge of Microsoft Office, Excel and Lotus Notes.• Experience of working in a busy, inbound call centre environment.• Dealing with customers Face to Face.• Fully aware of the importance of data security and relevant legislation.• Prospecting for sales leads.• Able to identify and act upon potential sales opportunities.
<i>Team player</i>	
PERSONAL DETAILS	ACADEMIC QUALIFICATIONS
<i>Hayley Cummings</i>	<i>Sparkbrook University 2008 – 2010</i>
<i>Dayjob Ltd</i>	BA (Hons) Business Administration
<i>The Big Peg</i>	<i>Coventry Central College 2005 – 2008</i>
<i>Birmingham</i>	A levels: Maths (A) English (B) Technology (B) Science (C)
<i>B18 6NF</i>	
<i>T: 0044 121 638 0026</i>	
<i>M: 0870 061 0121</i>	
<i>E: info@dayjob.com</i>	
<i>Driving license: Yes</i>	REFERENCES – Available on request.

11. Education Resume Example

In the field of education, drafting an [education resume](#) relies heavily on your experiences and skills. Educational institutions hire educators that know what to do and when to do it. They also look for individuals who are passionate about teaching.

Antonio Educator	
1234 Everyplace Way • Anytown, PA 12346 • (814) 987-6543 • aeducator@gmail.com	
<u>EDUCATION</u>	
The Pennsylvania State University, Abington, PA	May 2016
Bachelor of Science in Elementary and Early Childhood Education (PK-4)	GPA: 3.5
Licensure: Pre-K – 4 th Grade, Pennsylvania	
<u>Study Abroad Experience</u>	
Universidad Granada, Granada, Spain	January 2014
Spanish Language and Literature	
<u>RELEVANT TRAININGS</u>	
<ul style="list-style-type: none">Behavioral Management SystemsUnderstanding by DesignClose Reading	<ul style="list-style-type: none">Alternative Discipline PlansThinking MapsPositive Behavioral Interventions and Supports (PBIS)
<u>TEACHING EXPERIENCE</u>	
North Mountain Elementary School	North Mountain, PA
<i>Student Teacher, 3rd Grade</i>	January 2016 – May 2016
<ul style="list-style-type: none">Created and organized learning centers and visual displays to reinforce science concepts.Assessed reading comprehension, fluency, and words per minute using Read Naturally for 25 students.Collaborated with IEP team members for 6 students to ensure proper compliance with accommodations.Developed and implemented approximately 10 lesson plans on a weekly basis.Designed an inquiry-based social studies lesson where students used primary source documents to explore the rights guaranteed by the first amendment.	
North Mountain Elementary School	North Mountain, PA
<i>Early Field Experience, 1st Grade</i>	October 2015 – December 2015
<ul style="list-style-type: none">Created and implemented a classroom writing activity that resulted in a class book with 24 students.Developed, administered and scored an Individualized Reading InventoryGuided Students in generating a class graph with a Halloween theme by measuring candy corn levels.	
<u>EXPERIENCE WITH CHILDREN</u>	
Boy Scouts of America	Abington, PA
<i>Camp Counselor</i>	January 2016 – May 2016
<ul style="list-style-type: none">Ensured the safety and wellbeing of 35 male youth, ages 10-13, during daily camp activities.Created and Implemented activities using interactive instructional methods to keep campers engaged.Demonstrated strong communication skills through conversation with parents, camp leadership and team members.	
<u>LEADERSHIP & COMMUNITY INVOLVEMENT</u>	
<i>Spanish Interpreter</i> , St. Hometown Hospital Emergency Department	June 2012 – Present
<i>Volunteer</i> , Special Olympics Track Festival	May 2010 – August 2012
<i>President</i> , Abington International Student Club	January 2015 – Present
<i>Member</i> , Student Advisory Committee	August 2014 – May 2015
<i>Member</i> , Council for Exceptional Children	January 2014 – Present

An administrative assistant's duties vary from day to day and require them to be flexible and agile. Highlight your strengths and experiences by creating an informative resume for your employer.

An administrative assistant's duties vary from day to day and require them to be flexible and agile. Highlight your strengths and experiences by creating an informative resume for your employer.

13. Engineering Resume Sample

It is highly recommended to create a well-versed [engineering resume](#). Engineers are well-known to be specific when it comes to their work, and highlighting your skills helps you secure an interview.



KEM ENON

Engineering Graduate

EDUCATION

2020 BACHELOR DEGREE
Bachelor of Science
in Software Engineering(BSSE)
University of Chicago
Certifications:
Microsoft Certified Professional
Developer (MCPD) | Microsoft
Certified Solutions Developer (MCSO)

2018 DIPLOMA
Engineering Course
University of Chicago

2016 HONOR STUDENT
High School
North Carolina High School

INTERNSHIPS

SOFTWARE ENGINEER OUT

2019 to present | DYL Company
– Sometown, NC

Key contributor to startup company's
fast evolution from selling one niche
product to offering a full solutions
suite marketed to the global financial
services industry.

- Led development of robust version upgrade to
ABCWork: 2.0. Engineered software release for
speed and improved the user experience.
Outcomes:
 - A 25% increase in incremental revenues
(multimillion-dollar growth) within one year.
 - Award for "Best Financial Services Platform" at
Tech Innovators 2018 international conference.
 - Goal: surpassing 9.2 NPS (customer satisfaction)
scores, up from 8.5 last fiscal year.
 - 175 large-dollar account wins in 2018
– all migrated to ABC from Fortune 500
competitors.

SOFTWARE ENGINEER INTERN
2018 to 2019 | DYL Company
– Sometown, NC

- Helped build and enhance highly available,
scalable, real-time and secure systems used by
customers worldwide. Outcomes:
 - Completed eight major projects, working
closely with agile development team to
develop, test and maintain Web- and
desktop-based software applications.
 - Adhered to high-quality development
standards while delivering solutions on-time
and on-budget.

CAREER OBJECTIVE

To be able to work for an
encouraging and stable company that
will assist me in developing,
improving, and obtaining the
necessary skills in order to become
the best engineer possible.

ABOUT ME

Date of Birth: January 1, 1999
Age: 19
Gender: Male
Birth Place: Chicago, Illinois

CONTACT

 44 Shirley Ave.
West Chicago, IL 60185

 123.4567.8910

 kemenon@mail.com

INTERESTS

Aerodynamics Books
Problem Solving Machines
Physical Activities Coffee

HOBBIES



SKILLS

Attentive listening and effective
oral communication skills

Great at Problem Solving

Ability to quickly create and
apply ideas and solutions

EXPERTISE

Solutions Engineering, Testing
& Optimization

SDLC Strategy, Planning & Leadership

Mobile & Cloud Solutions

TECHNICAL PROFICIENCIES:

Java, .NET, C#, C++, T-SQL,
ASP.NET, MVC, WCF, REST, AJAX,
TCP/IP, Sockets, Multithreading

TEMPLATE 2021

14. Nursing Resume Sample

Experience is the best teacher, and it helps with preparing a [nursing resume](#). Highlight all your past experiences on your resume, making sure to address your soft skills as well.



SHENNA LAURE
Intensive care unit nurse

243B Broad Street, Winfield,
Alabama AL 35594
+205-487-4633

alexanderj@email.com
alexanderjonas.com

PROFILE

I am applying for the position of Web Developer. I am a very passionate web geek. A web person who can multitask things. I am interested fighting up with this company. I am willing to learn new things from my field.

EDUCATION

Master in Medical Surgical 2005-2010
Alabama University Master Degree (2012-2016)
UI/UX Design Platform, Software Development

BS Information Technology 2000-2005
University of Texas Bachelor Degree (2008-2012)
UI/UX Design Platform, Software Development

EXPERTISE

Fundamentals of Nursing

First Aid

Personal Hygiene

Paediatric Nursing

Gynaecology

Medical Surgical

EXPERIENCE

Senior Medical Surgical
MediaStudios Digital, Inc. | 2020-2024
Develop websites for international accounts. Follow up with establish customers to offer additional products or services.

Community Health Nursing
Franklin Web Center | 2016-2020
Develop websites for international accounts. Follow up with establish customers to offer additional products or services. Assists the team with the latest web design processes and apply it to the daily needs of the company.

On-the-job Trainee
SonicBlast Creative Studio 2008-2010
Undergo with practical skills training and assists the web design opera design processes and apply it to the daily needs of the company.

TEMPLATE.NET

People skills and communication skills are the keys to success in the [marketing field](#). It is also necessary to include all experience in marketing in your resume that helps your employer see that you have the right skill set to prosper in marketing.

TEAM LATE 2015

16. Work Resume Sample

There is no single type of work when it comes to a profession. [Social workers](#) are known to be very caring and understanding in assessing different situations. Highlight these skills on your resume.



17. Pharmacist Resume Example

In terms of making a [pharmacist resume](#), you can include a career statement but keep it brief. The best thing to do is to highlight your practices, your educational background, and your related experiences to the field.

Janice Gillam		<i>Tip – ensure your email address reflects a professional image. Personalise your LinkedIn URL.</i>	21 Calbar Place, Smithfield, QLD 4870 Phone: 0412345678 Email: Janice.Gillam@my.jcu.edu.au LinkedIn: https://au.linkedin.com/in/janicegillam
CAREER STATEMENT or PROFESSIONAL SUMMARY (Optional)			
<i>Tip – if you decide to add a Career Statement or Professional Summary:</i> <ul style="list-style-type: none">• Keep it short, keep it targeted.• What value can you bring to the employer?• Ensure it matches the role you are applying for.			
EDUCATION			
2016 - Present	Bachelor of Pharmacy James Cook University, Townsville, QLD Expected Completion Date: November 2019		
	Achievements <ul style="list-style-type: none">• GPA: 5.9 (Scale 1-7, 7 being the highest)• Recipient of JCU Dean's Scholarship to undertake a volunteer placement in Papua New Guinea• Undertook placements in Mt Isa, Normanton and Mackay		
2016	Year 12 Senior Certificate Cairns High School, QLD		
	Achievements <ul style="list-style-type: none">• High achievement in English, Maths and Chemistry• Active member of the Student Representative Council• Highly Commended in National Science Competition	<i>Tip - Only include relevant information. Think about highlights from your course, subjects, assignments, projects which make you stand out. Keep it targeted.</i>	
<i>Tip - Include if recent school leaver, list major school awards, prizes, leadership position, extra-curricular activities.</i>			
TRAINING AND PROFESSIONAL DEVELOPMENT			
2019	National Australian Pharmacy Students' Association Congress University of South Australia, Adelaide		
2018	Pharmaceutical Society of Australia National Conference Darling Harbour, Sydney		
2017	First Aid Course Expires March 2020		
2017	Blue Card – Working with Children Check Expires Dec 2019		
<i>Tip – Allow more space for recent, relevant information and provide less detail as your information becomes less recent/relevant.</i>			
KEY SKILLS			
Communication:	Highly developed communication skills gained from participating in a Speechcraft course through Toastmasters, hospitality and retail work experience, and university group presentations.		
Teamwork:	Strong ability to work as part of team, evidenced by high academic achievements in group work assignments at university, working in multidisciplinary teams in clinical placements and through involvement with JCU Pharmacy Student Association.		
Computer:	FRED, IPharmacy, Z dispense.		
Tips <ul style="list-style-type: none">• The skills listed above are examples only.• Research is crucial – you need to identify the skills the employer/position requires and address these.• If specialist IT skills are required – identify these and demonstrate your level of expertise• All JCU students can improve their skills with free access to LinkedIn Learning – check it out on the JCU Library website.			

18. School Resume Sample

When creating a [school resume](#) for applying to a university or a local school, it is necessary to indicate your experiences in education. It is advisable to include your expertise for an idea of your placement in the institution.

DYLAN YOSEFF

School Teacher

CAREER OBJECTIVE

Attentive Middle School Math Teacher with excellent communication skills. Organized and driven with the innate ability to stay on task. Uses effective and efficient methods of teaching while.

ACADEMIC BACKGROUND

MASTERAL DEGREE – 2020 - 2022

MS in Mathematics
University of Albany

- Top 3% of class
- Darning Academic Achievement Award
- Credentialed Teacher, State of California
- Foundation-Level Mathematics Credential

BACHELOR DEGREE – 2020 - 2017

BS in Mathematics
University of Albany

- Graduated Summa Cum Laude

EXPERIENCE

SCHOOL TEACHER, 2024 - PRESENT

New Foundry Elementary School
Math Teacher

- Conduct small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential.
- Participate in ongoing staff training sessions.
- Organize parent-teacher conferences to maximize student learning opportunities and develop forward-thinking plans to correct ongoing issues.



ABOUT ME

Date of Birth: January 1, 1999
Age: 19
Gender: Male
Birth of Place: Alabama
☎ 123-4567-8910
📍 88 Ave. South Alabama, AL 60185
✉ dyoseff@mail.com

SKILLS

Creativity	●●●●○
Imaginative	●●●●●
Communication	●●●●○
Enthusiasm	●●●●●
Positive Attitude	●●●●○
Decision Making	●●●●●

LANGUAGES

English	●●●●○
French	●●●●●
Spanish	●●●●○
German	●●●●●

INTERESTS



TEMPLATE.NET

19. Business Resume Example

In the creation of a [business resume](#), the most vital part of your resume is your experience. Any business will want their employees to have experience along with the skills to get involved in a fast-paced environment.

Firstname Lastname	
Street Address City, State Zip Cell Phone E-Mail	
<u>Summary</u>	
<ul style="list-style-type: none">• Business professional pursuing career in global business• Enthusiastic and solution-orientated manager in the retail industry• Developed strong analytical abilities through financial analysis• Leadership experience in managing high priority projects• Conversant in Mandarin Chinese	
<u>Education</u>	
Saint Louis University – John Cook School of Business, Saint Louis, Missouri	
Bachelor of Science in Business Administration, May 2014	
Concentration in International Business and Marketing	
Service Leadership Program (300 service hours, 24 leadership workshops, 15 credit hours)	
Cumulative GPA: 3.73 / 4.00	
<u>Study Abroad</u>	
University of International Business and Economics, Beijing, China, Spring 2012	
<u>Professional Experience</u>	
International Research Intern, 2013-Present	
World Trade Center, Saint Louis, Missouri	
<ul style="list-style-type: none">• Generated an analysis report of trade between Missouri and China using databases such as WiserTrade and Bloomberg BNA• Conducted market research for 10+ client firms, utilizing in-house and outside resources and databases• Supported the planning and organization of international trade training programs and seminars, including the World Trade Center St. Louis's annual fundraiser, Growing Global	
Office Assistant, 2012-Present	
Boeing Institute of International Business, Saint Louis, Missouri	
<ul style="list-style-type: none">• Promoted and maintained executive education courses and international business events• Managed Excel database with over 3,000 corporate contacts	
<u>Leadership Experience</u>	
International Business Club, 2011-Present	
<ul style="list-style-type: none">• Vice President of Administration, 2012-2013	
Delta Sigma Pi, 2010-Present	
International Institute, 2010-present	
<u>Honors / Awards</u>	
Boeing BOLD Scholarship (merit-based), 2013-2014	
Dean's Scholarship (merit-based)	
Dean's List (3 semesters)	

20. Sales Resume Example

The building blocks of a [sales resume](#) are a person's communication skills and experience. In your resume, make sure to highlight these vital aspects. You can also include certifications from workshops and seminars you attended.

SALES RESUME EXAMPLE

Memphis, Tennessee | (222) 333-4444
email address | linkedin.com/in/wandasales

SUMMARY OF QUALIFICATIONS

- Extensive experience procuring and cultivating new clients in addition to broad knowledge and experience in various industries
- Proven track record in achieving and exceeding sales goals, as well as developing and executing strategic sales and management programs and activities
- Hardworking professional adept at working under pressure and ability to efficiently plan and complete simultaneous projects

PROFESSIONAL EXPERIENCE

Primary Care Sales Representative

August 20XX – October 20XX

XYZ Pharmaceuticals, Memphis Tennessee

- Undertook a variety of sales related tasks and activities with accountability for achieving and exceeding sales goals
- Planned, coordinated, and facilitated functions to optimize productivity
- Performed extensive competitor analyses of similar products to effectively present products to customers
- Designed, developed, and presented various promotional, marketing, and advertising tools in order to raise profits
- Prospected new clients in order to increase sales and profits for a wide array of different products
- Educated clients on new product information
- Provided superior customer service by troubleshooting client concerns and quickly resolving issues
- Maintained accountability for achieving and exceeding monthly and quarterly sales goals
- Developed innovative sales and marketing tactics to effectuate a strong profit margin

AWARDS AND RECOGNITION

- Effectively managed a \$2M territory, and was ranked #3 nationally January 20XX
- Named District Representative of the Cycle six times September 20XX – July 20XX
- Regional Representative of the Year 20XX – 20XX
- Star-seller Award Winner – ranked #1 nationally March 20XX
- District Sales Representative of the Year 20XX
- Eastern Region Sales Representative of the Year 20XX

COMMUNITY INVOLVMENT

- Member of Toastmasters April 20XX – Present
- Member of State University Alumni Network May 20XX – Present

EDUCATION & PROFESSIONAL TRAINING

Bachelor of Science in Nursing

May 20XX

State University, Memphis, Tennessee

GPA: 3.43

Registered Nurse – State of Tennessee

May 20XX

21. Service Resume Sample

There are various types of services, and [service resumes](#) cover these industries accordingly. In terms of the content, placing your responsibilities from previous experience helps the interviewer get an idea of your work ethic.



22. Accountant Resume Sample

In creating an [accountant resume](#), it is essential to emphasize your expertise. It also helps when you site the accreditations you have from the span of your career.



MARK A. NELSONS
ACCOUNTANT

9100 234 5678
 mark@email.com
 23 Elm Street, New York

EXPERTISE

Microsoft Word

Microsoft Powerpoint

Microsoft Excel

Balance Sheets

Tally ERP9

Audit

EDUCATION

Master of Accountancy
2010 - 2012
University of Iowa
Iowa

Bachelor of Accountancy
2006 - 2010
University of Tampa
Florida

CERTIFICATION

Certified Public Accountant
AICPA
May 2015

OBJECTIVE

I am an individual seeking a Junior Accountant position at a retail company that will allow me to learn the process, distribution and sales growth in the corporate world as well as enable me to contribute to the growth and development of the company.

EXPERIENCE

Bank of the People | 2014 - Present
Accountant
Serving the people at Bank of the People. I do financial check & all sorts of accounting stuff. I also do book keepings and other records.

Elumbra Banking | 2012 - 2014
Accountant
Accountant at Elumbra banking, doing financial Transaction

SKILLS & HOBBIES

Swimming
Travelling
Reading novels
Mind Reading

Creative
Adaptable
MS Office
Adobe CS

REFERENCE


Mrs. Perry Grin
HR Manager
Bank of the People
perry@email.com

Ms. Pearl E. Schelle
HR Manager
Elumbra Banking
pearl@email.com

TEMPLATE 123

23. Writer Resume Sample

In applying for a [writer position](#), aside from a comprehensible resume, you must also attach a portfolio of your past works. Also, include all related experiences in writing and hobbies that add to your chances of acquiring a vacant position.



DARWIN J. ARCHER
COMMUNICATIONS WRITER

📍 2442 Nickel Road
E. Monto, CA 91761

📞 (222)-567-5231

✉️ darwin@gmail.com

OBJECTIVE

Seeking a challenging position as Communications Writer where my skills and knowledge will add value to the organization.

EXPERIENCE

Hands-on experience in developing creative, effective approaches to difficult communications challenges.

Familiarity with designing and implementing a comprehensive communications strategies and plans.

Familiarity with creating an imaginative and persuasive written copy.

Sound knowledge of grammar, punctuation, spelling, and style.

Knowledge of MS Office Suite, especially Word and PowerPoint.

Outstanding knowledge of desktop publishing, web authoring/design, and graphic design software.

Exceptional knowledge of writing for general audiences using preferred media writing styles for print, web, social media outlets.

Proficient in developing and administering social media content.

Proficient in communicating technology initiatives, such as software, hardware, and IT systems.

Immense ability to work independently with a high degree of initiative.

Extreme ability to maintain confidentiality.

Outstanding ability to work on multiple projects, set priorities, and meet deadlines simultaneously.

24. Worker Resume Sample

In applying for an [animal worker](#), you have to be well-versed with various types of animals. Ensure your resume highlights your experience in animal care and welfare.



REDFORD J. WHYTE

ANIMAL CONTROL WORKER

CAREER OBJECTIVE

To secure the position of Animal Control Investigator in a reputable company that will allow me to utilize my acquired skills and experience.

CONTACTS

 715 Arlington Ave., Oak Ridge, TN 37830

 (805) 927-904

 redfordwhyte@gmail.com

 redfordwhyte.com

PROFESSIONAL SKILLS

- Well-versed in identifying and controlling animals and instructional methods and procedures.
- Familiar with plant and animal habitats, their behavior, habits, functions, interrelationships, and interactions with each other and the environment.
- Familiar with the principles and methods for curriculum and training design and teaching and instruction for individuals and groups.
- Comprehensive knowledge of the structure and content of the English language.
- Immense ability to learn to read and understand information and ideas presented through spoken words and sentences.
- Effective ability to speak clearly so others can understand.
- Remarkable ability to tell when something is wrong or likely to go wrong.
- Outstanding ability to determine the kind of tools and equipment needed to do a job.
- Ability to consider the relative costs and benefits of potential solutions to choose the most appropriate one.
- Amazing ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, and approaches to problems.

25. Chef Resume Sample

There are qualifications when it comes to teaching a culinary class. Ensure your [chef's resume](#) contains your credentials and past experiences in terms of cooking cuisines.

 <p>SAMUEL M. WALSH CHIEF INSTRUCTOR</p> <p>EDUCATION THE Culinary Arts Institute of America Chicago, IL 2015 - 2017</p> <p>TECHNICAL SKILLS Culinary Arts Baking Pastry Catering Event Planning</p> <p>WORK EXPERIENCE The Culinary Arts Institute of America Chicago, IL 2015 - 2017 Culinary Arts Instructor Baking Instructor Pastry Instructor Catering Instructor Event Planning Instructor</p>	<p>PROFESSIONAL EXPERIENCE The Culinary Arts Institute of America Chicago, IL 2015 - 2017 Culinary Arts Instructor Baking Instructor Pastry Instructor Catering Instructor Event Planning Instructor</p> <p>EDUCATION The Culinary Arts Institute of America Chicago, IL 2015 - 2017 Culinary Arts Instructor Baking Instructor Pastry Instructor Catering Instructor Event Planning Instructor</p> <p>TECHNICAL SKILLS Culinary Arts Baking Pastry Catering Event Planning</p>	<p>SAMUEL M. WALSH CHIEF INSTRUCTOR</p> <p>CONTACTS The Culinary Arts Institute of America Chicago, IL 2015 - 2017 Culinary Arts Instructor Baking Instructor Pastry Instructor Catering Instructor Event Planning Instructor</p> <p>ACADEMIC QUALIFICATIONS The Culinary Arts Institute of America Chicago, IL 2015 - 2017 Culinary Arts Instructor Baking Instructor Pastry Instructor Catering Instructor Event Planning Instructor</p>	<p>EDUCATION The Culinary Arts Institute of America Chicago, IL 2015 - 2017 Culinary Arts Instructor Baking Instructor Pastry Instructor Catering Instructor Event Planning Instructor</p> <p>TECHNICAL SKILLS Culinary Arts Baking Pastry Catering Event Planning</p> <p>WORK EXPERIENCE The Culinary Arts Institute of America Chicago, IL 2015 - 2017 Culinary Arts Instructor Baking Instructor Pastry Instructor Catering Instructor Event Planning Instructor</p>
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26. Java Developer Resume Sample

When creating a [Java developer resume](#), it is necessary to indicate experiences and qualifications in handling Java. Don't forget to indicate your contact information on your resume as well.



SOPHIA WALTERS

SENIOR SOFTWARE DEVELOPER - JAVA

PROFILE

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic type setting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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CONTACT

☎ 202-555-1234

✉ adrianleonard@example.com

in [linkedin.com/adrianleonard](https://www.linkedin.com/adrianleonard)

f [facebook.com/adrianleonard](https://www.facebook.com/adrianleonard)

📍 123 Main Street, Apt. 101,
New York 10001

COVER LETTER

John Smith

12 Feb 2020

Hr Manager
Comapany Name
123 Main Street, Apt. 101,
New York 10001

Dear John Smith

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic type setting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum, like Aldus PageMaker including versions of Lorem Ipsum.

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Sincerely
Sophia Walters

COMPLAINT

27. Corporate Resume Sample

In the [corporate world](#), plenty of candidates compete with each other to secure several positions. It is best to keep your resume simple yet informative, emphasizing the necessary skills you need to land the job.



28. IT Resume Example

At present, job openings are available in the tech world, and information technology is one of them. Ensure you list all accreditation, skills, and certifications in your [IT resume](#) that will help you land the job.

FirstName LastName Baltimore, MD tstudent@students.towson.edu 410-555-555	
---	--

EDUCATION

Bachelor of Science, Information Technology Towson University, Towson, MD 3.2 GPA, IT GPA: 3.5	May 20XX
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TECHNICAL SKILLS

Languages: Python 2.7.3 | Java 7 | C, C++ | HTML
Tools and Software: Dreamweaver | UltraEdit | Rational Rose | Photoshop
Operating Systems: Linux | Mac OS | Windows XP, 7, 8 and 10

RELEVANT INFORMATION TECHNOLOGY PROJECTS

System Administration and Maintenance <ul style="list-style-type: none">Searched and manipulated files in Linux with the cp, mv, find, touch, and grep commands	Fall 20XX
Fundamentals of Information Systems and Technology <ul style="list-style-type: none">Used leadership and communication skills to consolidate and edit documentation for group E-Commerce website project	Fall 20XX
General Computer Science <ul style="list-style-type: none">Developed and implemented an ATM program, student information record system, and tic-tac-toe game in Python	Spring 20XX
Computer Science I <ul style="list-style-type: none">Wrote and debugged object-oriented Java programs that calculated speeding tickets, employee salary, and loan rates	Fall 20XX

RELEVANT TRAINING

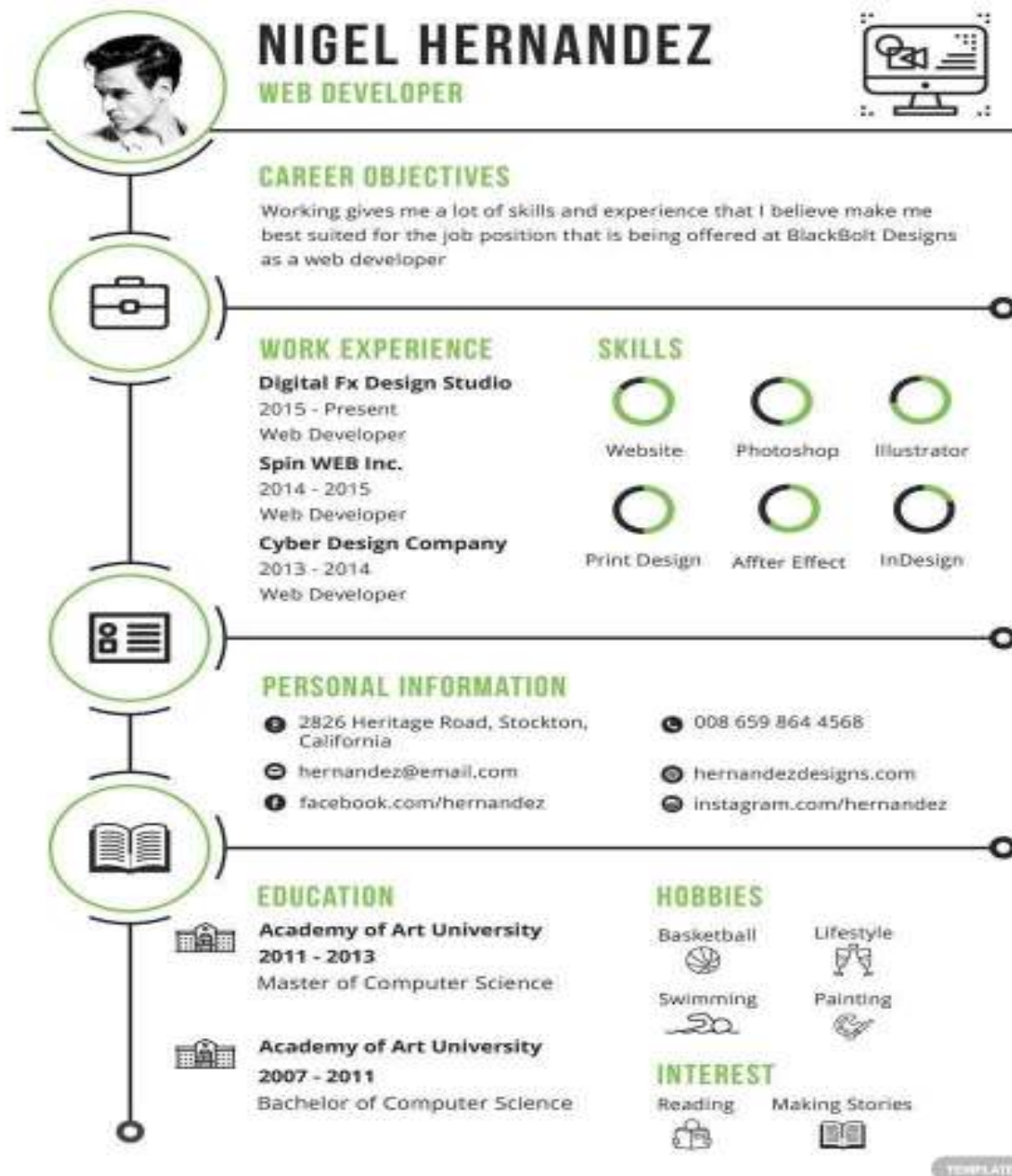
Charm City Linux Trainee, Baltimore, MD <ul style="list-style-type: none">Attend a teaching group to obtain additional experience working with LinuxObtain additional training through LinuxFoundationX practice course	September 20XX – Present
--	--------------------------

WORK HISTORY

Best Buy Sales Associate, Timonium, MD <ul style="list-style-type: none">Provide excellent customer service by resolving customer concerns professionallyMaintain an in-depth knowledge of all products to ensure accurate information	July 20XX - Present
---	---------------------

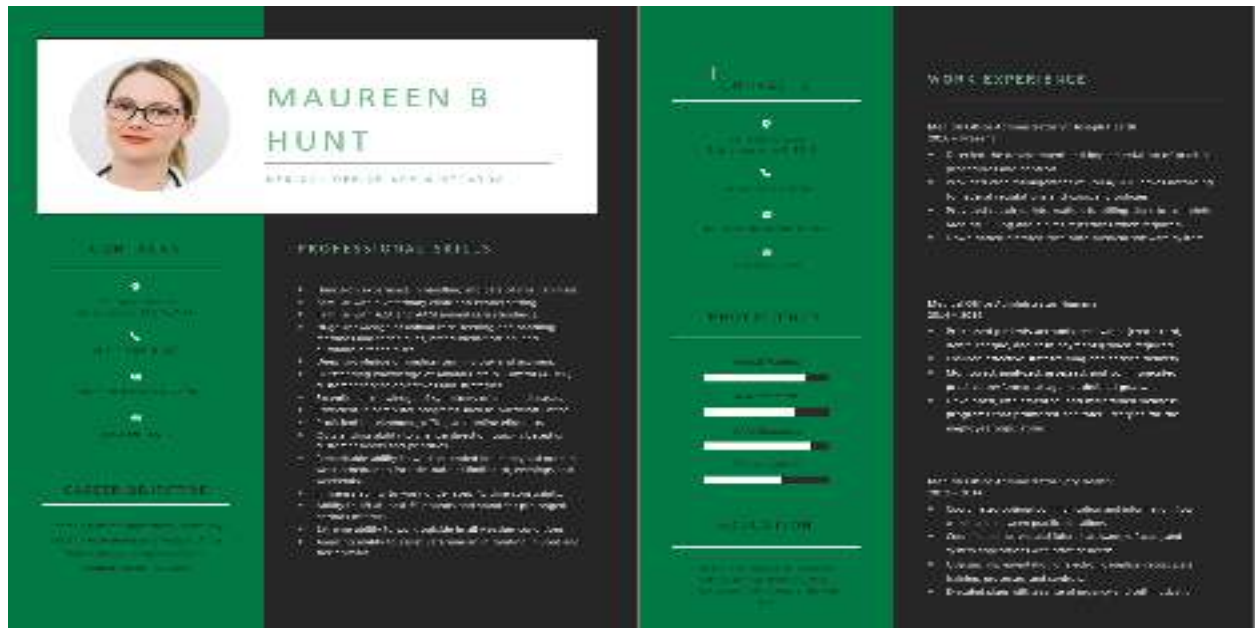
29. Minimalist Resume Sample

A [minimalist resume](#) incorporates simplistic design and icons in replacement for particular words or phrases. Create an enticing yet informative document to impress your interviewer.



30. Office Resume Sample

When working in an office setup, you apply for a position by using an office resume. The resume details your professional skills, work experiences, and proficiencies.



31. Consultant Resume Sample

Consultants have people and communication skills that aid the expertise in consulting. A [consultant's resume](#) must present these qualities along with all relevant work experiences.



32. Web Developer Resume Example

A [web developer resume](#) must emphasize a person's employment history, including their task assignment during their term. It is also advisable to include your areas of expertise, allowing the interviewer to gauge your performance.

Web Developer

AMANDA HULL

Dayjob Ltd, The Big Peg, Birmingham, B18 6NF - T: 0044 121 638 0026 M: 0870 0610 E: info@dayjob.com

Personal statement

A technically savvy web developer, who has multiple years of website design expertise behind her. Amanda can be a strong driving force for improving the performance, scalability and reliability of development projects. She has a long track record of creating dynamic, rich and interesting web portals, and of providing long term solutions to front-end problems. She has experience of working in leading global internet technology companies and of completing challenging client projects. As a self directed and self managed person she is always pushing herself to deliver ongoing process improvements in anything she does. Right now she is looking for a suitable position and to join an enthusiastic team who enjoy what they do.

Employment History

Web Design Company - Coventry

WEB DEVELOPER April 2009 - Present

Working in a fast paced environment and producing a high volume of websites. Responsible for developing websites that give users a seamless and rich Internet experience, and for being the first point of contact for end users if they have any queries or technical problems.

Duties:

- Optimizing web assets for optimal speed and performance.
- Researching new technologies, software packages and hardware products.
- Advising customers and clients on the limitations of systems and website functionality.
- Make suggestions for improvements in technology, content and user interaction.
- Testing a website before it goes live to identify any problems.
- Designing and deciding on the visual layout of a website.
- Changing the code, software or graphics of existing websites.
- Producing reports and statistical information for senior managers.
- Creating eye-catching and functional digital design concepts across various platforms.

Technology Consultancy - London

TRAINEE WEB DEVELOPER October 2008 - April 2009

Recruitment Company - Watford

OFFICE JUNIOR June 2008 - October 2008

Areas of Expertise

Website design
Developing applications
Coding work

Knowledge sharing
Online marketing
Social Media

Consulting
Website strategy
User interfaces

Web server configuration
User Acceptance Testing
Front-end programming

Web Development skills

- Transforming various design projects into reality.
- Able to build consensus and work effectively within a cross-departmental team.
- Experience of Object-Oriented Programming, Continuous Integration, Service-Oriented Architecture and mobile Web development.
- Comprehensive understanding of information architecture principles.
- Productive in both solo and group project environments.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Web Design BA (Hons)

Sales & Marketing - Diploma

Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.

33. Admin Resume Sample

In terms of creating an [admin resume](#), highlight administrative skills and experiences relating to administrative work. Include skills like leadership and communication in your skillset.



**JONATHAN
K. EASTER**
ADMINISTRATIVE
EXECUTIVE

CONTACTS

999 Columbia Mine Road
Huntington, WV 25701

(304) 513-1228

jonathan@defmail.com

jonathan.com

EDUCATION

Bachelor's Degree in
Human Resource
Vanderbilt University,
Nashville, TN, 2012

OBJECTIVE

To work as Administrative Executive in an established organization while learning new knowledge and skills in the said field.

WORK EXPERIENCE

Admin Executive - First Allegiance
2016 - Present

- Coordinate, create, edit and distribute both internal and external correspondence under the direction of the executive management.
- Compose business correspondence as well as monitor external and internal communications.
- Address communications in an expeditious manner and resolve critical issues that brought immediate attention to executives.
- Maintain appropriate information in relation to, and interfaced with, clients and other business contacts.
- Perform executive administrative tasks associated with supporting the president of the Wound Care Business.
- Provide general administrative support including but not limited to using phones, distributing mail, and preparing expense reports.

Admin Executive - Spiry Squared
2014 - 2016

- Managed the calendars of several senior director which included scheduling meetings and travel, video conferences, trainings (off-site and internal), and group events.
- Arranged and coordinated all business travel (domestic and international).
- Served as a liaison and initial point of contact for internal and external clients to ensure that specialized administrative functions were performed in a timely manner.
- Coordinated complex travel arrangements for the manager and employees which required upper management approval.
- Interfaced with and coordinated activities between various departments, customers, distribution partners and other outside parties.

34. Beginner Resume Sample

When it comes to experience, everyone needs to start somewhere. A [beginner resume](#) highlights skills rather than experience.



DANIELLE FERRETTI
THEATRE ACTRESS



I am a Jean Austin who aims to be able to find an exciting and challenging entry level position in the Information and Technology industry alongside a company who will continuously motivate and drivembest and improve on my skills and abilities in order to be able to assist the company in achieving its company mission and goals.

EDUCATION

**BACHELOR OF SCIENCE
SOFTWARE ENGINEERING**
2010-2015

**BACHELOR OF SCIENCE
SOFTWARE ENGINEERING**
Bachelor Degree in Engineering
San Diego university

CONTACT



4182 Fraggie Drive,
Illinois IL 60457



+205-487-4633



c.turner@email.com

FILMOGRAPHY

FaceWorks (2018-2019)
General Manager
skills and abilities in

SKILLS

Fashion

Make-up

STATISTICS

Height : 5.5'

Weight : 185 lbs

Hair : Black

35. Sales Manager Resume Sample

In a sales manager's resume, a professional highlights all past experiences building up to the point of being a sales manager. Emphasize the skills you honed through the years.



Experience

CRR Technologies

June 2024

Nulle Incorporation

May 2020

lory Products

May 2028

Education

Univeristy of California

June 2015

Univeristy of California

June 2000

Reference

Mr. Stephen Hawkings

Business Tycoon

Mr. Henry Moore

Moore Companies

nathanmurray@gmail.com

NATHAN MURRAY

SALES MANAGER

 52-F Lincoln St. Mankato City,
Mankato

 +54-123-456789

 nathanmurray@email.com

Senior Sales Manager

Maintain thorough knowledge of product and service offerings in order to accurately answer all questions and effectively recommend correct offerings.

Sales Supervisor

Follow up with establish customers to offer additional products or services. Document all customer inquiries and comments thoroughly and quickly.

Sales Assistant

Create customer database with detailed notes to review on future calls in order to cement relationships with key clients and maintain revenue streams. Greeted Customers in a timely fashion.

MA Sales Management

Coursework in Sales Management
Coursework in Technical Writing, Marketing, English and Computer Science

BA Sales Management

Coursework in Sales Management
Coursework in Technical Writing, Marketing, English and Computer Science

Skills

Networking
Delegation and Time
Communication and Negotiation
Leadership
Problem Solving

100%LAW.COM

36. Electrician Resume Sample

Electricians are masters of their craft, and applying for corporations can be intimidating. An [electrician's resume](#) must include past work experiences and skills to show an individual's performance.



ADRIAN GLOOMER

ELECTRICIAN

 8100 234 5678

 addiegloomer@email.com

 12 M. North Street, Florida

 facebook.com/addiegloomer

OBJECTIVE

I have been working in the electric industry for a year, with my most recent experience being an Electrician at The Zues Electrics. I possess valuable skills such as practical and planning skills that I believe make me best suited for the position of an Electrician in your company.

EDUCATION

Master of Science	Saint Alumnus University
2012 - 2014	63 M. Ward Street, Florida
Bachelor of Science	University of Florida
2008 - 2012	Citra, Florida
High School	St. Ann's High School
2004 - 2008	Kissimmee, Florida

TRAINING

Standard Electronics | 2016
We were trained to identify electrical problems with a variety of testing devices.

Basic Electronics | June 2015
We were trained to read blueprints and technical diagrams and install wirings.

REFERENCE

Ms. Perry Grin
HR Manager at The Zues Electrics
8100 234 5228 | perrygrin@email.com

EXPERIENCE

The Zues Electrics | 2016 - Present
Electrician
I was held responsible for reading blueprints and technical diagrams. I also install and maintain wiring, control, and lighting systems.

The Electronics | 2015 -2016
Electrician Intern
I was an intern at The Electronics for nine months. I managed to do inspection on electrical components, such as transformers and circuit breakers.

SKILLS

Mathematics	██████████
Mechanical Abilities	██████████
Strength	██████████
Problem Solving	██████████
Creativity	██████████
Analytical	██████████

HOBBIES





TEMPLATE.NET

37. HR Resume Example

In creating an [HR resume](#), you must focus on the essential qualities of human resource personnel, including people skills. Most companies also seek experience when hiring in the field, so ensure you list previous work.

LORETTA DANIELSON, MBA, SPHR, SHRM-SCP 312-655-5555 lorettadanielson@gmail.com LinkedIn.com/in/lorettadanielson		
HUMAN RESOURCES DIRECTOR Start-ups Acquisitions Turnarounds High-Growth Organizations Positioning HR as a Business Partner for Excellence Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.		
Signature HR Qualifications		
HR Best Practices Employee Relations & Diversity Talent Acquisition Staff Coaching & Mentoring	Organizational Development Employee Performance Improvement Leadership Development HR Policy, Process & Systems Design	Change Management Workforce Planning & Development M&A Strategies & Due Diligence Organization-Wide Consensus Building
Disciplined and flexible problem-solving approach that balances business goals with employee needs.		
PROFESSIONAL EXPERIENCE		
DONOVAN CORPORATION Chicago, IL \$200M communications & technology services provider 2008 – Present Director – US & International Human Resources Recruited to direct HR for US and newly launched international operations. Partner with other directors and senior executives to develop new business initiatives, foster employee engagement, and mobilize talent. Manage \$135K budget.		
<ul style="list-style-type: none">HR Organization Leadership: Most senior HR executive in Donovan, directing 4 HR professionals in staffing, recruitment, benefits, executive compensation, training, leadership development, succession planning, HRIS, and regulatory compliance. Heavy emphasis on leading Donovan through rapid HR change and transformation programs.International HR Launch: Created HR organization – recruitment, staffing, onboarding, training – for both expatriates and local national hires in Brazil, Mexico, and Spain.Organization Transformation: Enabled operational change essential to a \$5M reduction in HR costs. Helped to facilitate redesign of core business operations, including 2 site closures and 1 fast-track expansion.Post-Acquisition HR Integration: Streamlined integration of VueX Wireless Systems, Donovan's largest-ever acquisition at the time. Ensured strategic alignment of HR with new business objectives and minimized business interruptions through execution of workforce integration plans.M&A Due Diligence: Contributed to senior-level M&A decisions, supporting initial analysis through due diligence and subsequent integration. Enabled business growth by assessing HR cultural compatibility and talent impacts.		
UNDERWRITERS LABORATORIES Indianapolis, IN Privately owned product testing & certification laboratory 2005 – 2007 Director – Human Resources Transformed HR into a true strategic business partner in the aftermath of an end-to-end HR restructuring. Championed HR vision while forging sustainable HR infrastructure, systems, processes, and practices. Oversaw budget and a staff of 2.		
<ul style="list-style-type: none">HRIS Technology: Drove transition from outdated HR systems into a fully integrated HRIS platform from Oracle. Instantly improved analysis, reporting, and planning capabilities while streamlining daily HR functions.Employee Relations: Introduced proactive employee relations and communications programs to resolve previous labor and management issues and restore the credibility and employee-centric focus of the HR organization.Career Coaching: Rolled out the company's first HR shared services center for delivery of internal coaching services.Workforce Expansion: Ramped up California-based engineering group of 50 new employees in just 3 months.		

38. Banking Resume Sample

When applying for a bank, an individual must create a [banking resume](#). A banking resume holds information about a person's experience in banking and the skills associated with it.



CONTACT

📞 8100 234 5678
✉ borshies@gmail.com
📍 23 Elm Street, New York

EDUCATION

MASTER OF SCIENCE IN ACCOUNTING

March 2008 - March 2010
Minnesota State University

BACHELOR OF SCIENCE IN ACCOUNTING

March 2004 - February 2008
Minnesota State University

EXPERTISE

Microsoft Word

★★★★★★

Microsoft Powerpoint

★★★★★★★★★★

Microsoft Excel

★★★★★★

Tax and Regulatory Compliance

★★★★★★

Auditing

★★★★★★★★★★

Account payables

★★★★★★

JONAS BORSHIES

SENIOR ACCOUNTANT

OBJECTIVE

I am an individual seeking a Senior Accountant position at a retail company that will allow me to learn the process, distribution and sales growth in the corporate world as well as enable me to contribute to the growth and development of the company.

EXPERIENCE

Bank of the People | April 2013- present

Senior Accountant

I was into financial check, all sorts of accounting stuff, book keepings and I use to handle other financial records.

Elumbra Banking | June 2012 - March 2013

Accountant Intern

Serving the people at Elumbra Banking I use to handle financial records, and all sorts of accounting works.

HOBBIES

Blogging

Travelling the world

Reading novels

Swimming

Listening to music

Arts and crafts

SKILLS

Creative

Adaptable

Communication Skills

Organized

MS Office

Adobe CS

CERTIFICATION

Certified Management Accountant

Institute of Management Accountants
May 2011

Certified Public Accountant

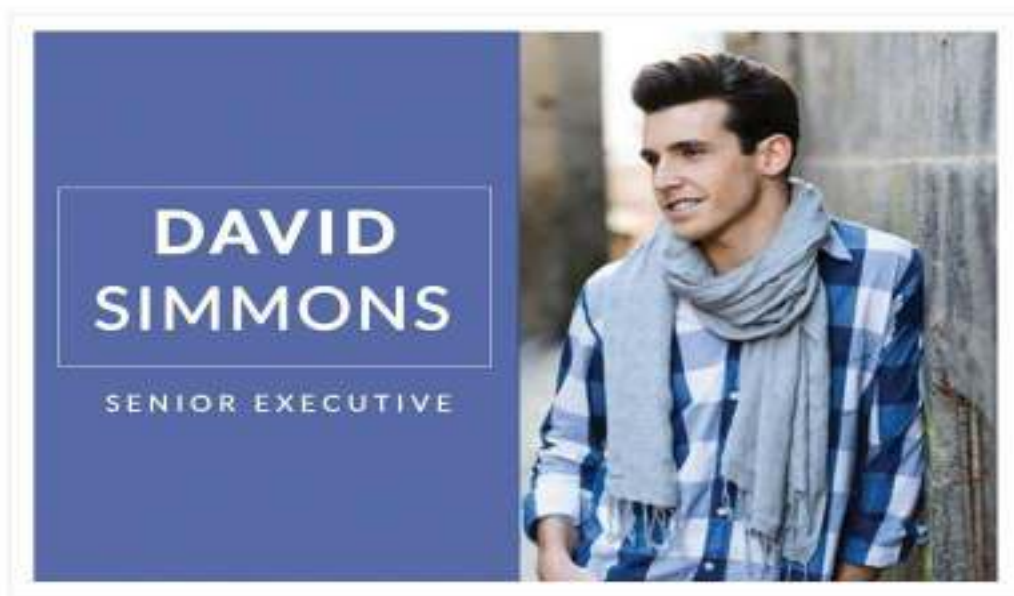
Institute of Management Accountants
March 2012

Certificate Program in Management Accounting

Institute of Management Accountants
November 2011

39. Executive Resume Sample

[Executive resumes](#) have a feel for sophistication with them. The design is also cool on the eyes. In terms of content, including all relevant experiences and skill sets, depending on the available position.



ABOUT ME

Limes type is simply darning tool of the printing and typesetting industry. Limes type has been the industry's standard darning tool ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker. Limes type is simply darning tool of the printing and typesetting industry. Limes type has been the industry's standard darning tool ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic...

FOLLOW ME

-  Yourname@Email.com
-  +12366-01236
-  38B, Lane-8, Washington DC
-  www.facebook.com/David
-  www.linkedin.com/David

40. Creative Resume Sample

Creative resume designs go a long way, especially when it comes to job positions requiring some creativity. Remember that your design is just as important as your content.



41. Modern Resume Sample

[Modern resumes](#) have intricate designs that are simple yet relevant to the job position. Ensure that your design will not overshadow the content of your resume.



Yeda May Pena

Graphic Designer

858-650-9360 501 Hood Avenue Somerset, Colorado yedamay@email.com

About Me

Highly Creative and multi talented Graphic Designer with innovative experience in multimedia, marketing and print design. I have collaborated with creative team to design and produce computer generated artwork for marketing and promotional materials. Participated in production of print and promotional items for key clients under direction of Marketing Department.

Education

Masters in Graphic Design
Suffolk University, Downtown, FL, USA
2012 - 2014

Bachelor in Graphic Design
Suffolk University, Downtown, FL, USA
2008 - 2012

High School
Cypress Bay High School, Weston, FL, NYC
2004-2008

Experience

Graphic Designer
Graph FXD
W Manchester, Westchester, California
2016 - Present

Graphic Designer
Uptown Designs
S Inglewood Ave, Lawndale, California
2014 - 2016

Skills

Photoshop	<div></div>
Illustrator	<div></div>
InDesign	<div></div>
CorelDraw	<div></div>
Quark	<div></div>
Adobe Flash	<div></div>
MS Office	<div></div>

Reference

Tanya Valeria
Manager at Uptown Designs
858-652-0005

Imee Gavaria
Manager at Graph FXD
858-652-1234

Awards

Visual Art
Graph FXD
March - 2017

graph art
Uptown Designs
May - 2015


Hobbies

 Basketball	 Swimming	 Painting
 Lifestyle	 Reading	 Making Stories

TEMPLATE 30

42. Simple Resume Sample

Simple is bolder. In terms of a [simple resume](#), go with geometrical shapes and have a consistent structure to your design.



**CARL
POWELL**
MATHEMATICS
TEACHER

PROFILE

I am a responsible, punctual, resilient, and reliable Math teacher who is open to facing new challenges in addition to helping students learn math in a fun and memorable manner.

CONTACT

☎ 012-345-6789
📍 20 Myers Drive, NYC
✉ carllpowell@email.com

OBJECTIVE

I am an individual seeking a Math teaching position at an educational institution that will allow me to teach students mathematics in a fun and educational setting, assist me in learning and developing new and essential math teaching skills, as well as enable me to contribute to the growth and development of the educational institution.

EXPERIENCE

March 2017-October 2017
Mathematics Teacher
Math and Science Institute

EDUCATION

January 2015-February 2017
Masters of Education (MED/ALTA) Mathematics
Alabama State University

November 2011- September 2015
Bachelor of Science
Southern New Hampshire University

SKILLS

Critical Thinking	██████████
Teaching Strategies	██████████
Communication	██████████
Knowledge Mathematics	██████████
Organised	██████████
Creative Lesson Planning	██████████


REFERENCES

Edward Cook
Professor, Side City University
012-345-6789

Kaye Griffin
Professor, Side City University
012-334-5678

FORMLATE 4.0

A [doctor's resume](#) must be kept simple because the important elements of the resume focus on the content. Namely on the education, experience, and expertise of the candidate.



VIRGINIA M. WALKER

Senior HR Consultant

WORK EXPERIENCE

Senior HR Consultant | ABC Company | 2018 - Present

- Managed recruitment process for 15+ positions, achieving 95% hire rate within 30 days.
- Developed and implemented new HR policies, reducing turnover by 10%.
- Conducted performance reviews for 50+ employees, identifying areas for improvement.
- Managed employee relations, resolving conflicts and ensuring compliance with labor laws.

EDUCATION

Master of Business Administration (MBA)
University of Virginia | 2015

Bachelor of Science in Human Resources
University of Virginia | 2012

SKILLS

- Recruitment & Talent Acquisition
- Employee Relations
- Performance Management
- HR Compliance
- Training & Development

CONTACTS

Phone: (555) 123-4567
Email: vm.walker@abc.com

PROFICIENCY

Recruitment	95%
Employee Relations	90%
Performance Management	85%
HR Compliance	80%
Training & Development	75%

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- HRIS (Human Resources Information System)
- LinkedIn
- Google Analytics

REFERENCES

John Doe, HR Manager at XYZ Corp.
"Virginia is a highly skilled and professional HR consultant who has been instrumental in our recruitment efforts." (2018-2019)

Jane Smith, Director of HR at ABC Company
"Working with Virginia was a pleasure. She is a strategic thinker and a great team player." (2017-2018)

44. Graphic Designer Resume Example

A [graphic designer's resume](#) allows the applicant to get their creative juices flowing. Use it to your advantage while keeping the content of your resume informative and comprehensible.



**AMELIA
ADAMS**

GRAPHIC DESIGNER

CONTACT

123-770-9530
hello@ameliaadams.com
www.ameliaadams.com

SKILLS

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Light Room
Microsoft Office Suite
Instagram
Facebook
Twitter
LinkedIn

**CAMPUS
INVOLVEMENT**

AIGA (American Institute of
Graphic Arts) | 20XX - 20XX



EDUCATION

BACHELOR OF FINE ARTS: GRAPHIC DESIGN
University of North Carolina at Charlotte, NC | May 20XX
Honors: Dean's List (20XX - 20XX)
GPA: 3.75/4.0



EXPERIENCE

GRAPHIC DESIGN INTERN
Wray Ward, Charlotte, NC | Jan 20XX - Present

- Collaborate with marketing and sales team on all projects and maintained excellent communication
- Design daily posts for organizations's Instagram account and oversaw it's growth from 0-600 followers in 5 months
- Assist with the design of a 50 page manual, utilizing Adobe InDesign and Photoshop

GRAPHIC DESIGN INTERN
UNC Charlotte, Charlotte, NC | March 20XX - Dec 20XX

- Created various digital ads to help increase connection with students on Facebook, Instagram & Twitter
- Developed images for main website utilizing Adobe Illustrator and Photoshop
- Researched brand standards of university and made sure designs met the stated requirements

GALLERY ASSISTANT
UNC Charlotte (Rouse Gallery), Charlotte, NC | 20XX - 20XX

- Assisted gallery staff at art shows & events
- Maintained social media for the gallery
- Daily greeted visitors to the gallery and provided information regarding the current exhibits



PROJECTS

Digital Media 1 (UNCC) | Aug 20XX - Dec 20XX

- Prepared graphical content meant for a company's social media platforms
- Researched company's website to gather appropriate content for design development

Graphic Design 1 (UNCC) | Jan 20XX - May 20XX

- Designed logo prototypes and publication-ready advertisements for a client in the community
- Developed skills around layout design and concept development

45. Lawyer Resume Sample

[Lawyer resumes](#) rely on the credentials rather than the design element. Ensure that the contents of your resume include your experiences, education, and relevant skills.

	<div>EARL WEATHERBIN LAWYER</div> <div><div><div><div></div><div>8100 234 5678 / 234 5678</div></div><div><div></div><div>North Shore, Florida</div></div></div><div><div><div></div><div>weatherbin@email.com</div></div><div><div></div><div>linkedin.com/eweatherbin</div></div></div></div>
OBJECTIVE	I have been working in this industry for 6 years, with my most recent experience being a Lawyer at Community Lawyers in Florida. I possess valuable skills such as persuasiveness and sound judgment that I believe
EXPERIENCE	<div><div>Community Lawyers Lawyer</div><div>I was held responsible for representing clients in criminal and civil and other legal proceedings on legal transactions in Florida.</div></div> <div><div>Florida Legal Court Lawyer</div><div>I was held responsible for representing clients with minor cases, legal proceedings and transactions.</div></div>
EDUCATION	<div><div>MASTER OF BUSINESS LAWS</div><div>Saint Clementine University W. P. Emerson Street, California</div></div> <div><div>HIGH SCHOOL 2004 to 2008</div><div>North Shore High School 12 M. North Street, Florida</div></div> <div><div>BACHELOR OF LAWS</div><div>Saint Alumnus University 63 M. Ward Street, Florida</div></div> <div><div>ELEMENTARY SCHOOL 1999 to 2004</div><div>North Shore School 12 M. North Street, Florida</div></div>
SKILLS	<div><div>Analytical ability</div><div>*****</div></div> <div><div>Persuasiveness</div><div>*****</div></div> <div><div>Attention to detail</div><div>*****</div></div> <div><div>Sound judgment</div><div>*****</div></div> <div><div>Logical reasoning</div><div>*****</div></div> <div><div>Writing ability</div><div>*****</div></div> <div><div>Awareness</div><div>*****</div></div> <div><div>People skills</div><div>*****</div></div>
HOBBIES	<div><div>Strolling at the beach</div><div>Swimming</div></div> <div><div>Playing chess with my friends</div><div>Surfing the internet</div></div> <div><div>Playing word games</div><div>Playing the guitar and piano</div></div> <div><div>Reading novels</div><div>Singing and Acting</div></div>


46. Elegant Resume Sample

Elegant resumes give recruiters an idea of an individual's profession and personality. The content and the design must harmonize to bring an elegant feel to the document.



47. Clinical Resume Sample

Simplicity is the key to any healthcare and [clinical resume](#). The emphasis of the content must center on the experience and skill the individual possesses.



HERBERT A. NEWTON
CLINICAL APPLICATION SPECIALIST

EDUCATION

- 1. Bachelor of Science in Health Care Administration, University of North Carolina, 2015
- 2. Master of Science in Health Care Administration, University of North Carolina, 2017

WORK EXPERIENCE

- 1. Clinical Application Specialist, University of North Carolina, 2015 - Present
- 2. Clinical Application Specialist, University of North Carolina, 2013 - 2015
- 3. Clinical Application Specialist, University of North Carolina, 2011 - 2013
- 4. Clinical Application Specialist, University of North Carolina, 2009 - 2011

SKILLS

- 1. Clinical Application Specialist
- 2. Clinical Application Specialist
- 3. Clinical Application Specialist
- 4. Clinical Application Specialist

EDUCATION

- 1. Bachelor of Science in Health Care Administration, University of North Carolina, 2015
- 2. Master of Science in Health Care Administration, University of North Carolina, 2017

HERBERT A. NEWTON

EDUCATION

- 1. Bachelor of Science in Health Care Administration, University of North Carolina, 2015
- 2. Master of Science in Health Care Administration, University of North Carolina, 2017

WORK EXPERIENCE

- 1. Clinical Application Specialist, University of North Carolina, 2015 - Present
- 2. Clinical Application Specialist, University of North Carolina, 2013 - 2015
- 3. Clinical Application Specialist, University of North Carolina, 2011 - 2013
- 4. Clinical Application Specialist, University of North Carolina, 2009 - 2011

SKILLS

- 1. Clinical Application Specialist
- 2. Clinical Application Specialist
- 3. Clinical Application Specialist
- 4. Clinical Application Specialist

EDUCATION

- 1. Bachelor of Science in Health Care Administration, University of North Carolina, 2015
- 2. Master of Science in Health Care Administration, University of North Carolina, 2017

48. Architect Resume Sample

An [architect's resume](#) focuses on an individual's former projects. In creating the document, highlight the schemes you are involved in, especially for government and large business projects.



Contact

 Mary Jane Doe

 +53 112234-05

 janedoesn't.com

 Bethany, France

Personal Skills

English ●●●●●●●●

Spanish ●●●●●●●●

German ●●●●●●●●

British ●●●●●●●●

Hobbies

Christopher Baltimore

Architect

About Me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in

Education

2016- 2020
BS Fine Arts Major in Advertising
Montriad University

2012- 2016
Junior High School
Montriad Learning School

Experience

Present | Architect
Architectural Firm Co.
Est, que conecat molo magnienis eictaqu
assinctis volor maximus et ut autat.

2019 -2020 | Draftsman
Buddy Builds Architecture
Est, que conecat molo magnienis eictaqu
assinctis volor maximus et ut autat.

2018-2019 | Junior Draftsman
Narnia Labs
Est, que conecat molo magnienis eictaqu
assinctis volor maximus et ut autat.

TEMPLATE NET

49. Senior Resume Sample

A [senior resume](#) focuses on the achievements and experiences of an individual within a given industry. Similar to the senior civil engineer resume sample below.

OBJECTIVE

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

DAVID MARTIN



CIVIL ENGINEER

CONTACT

+1 234 567 8901

mail@domain.tld

123 Main Street, New York City

EXPERIENCE

ENTER YOUR POSITION TITLE

Company / Location / 2013 - present

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

ENTER YOUR POSITION TITLE

Company / Location / 2013 - present

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

ENTER YOUR POSITION TITLE

Company / Location / 2013 - present

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

EDUCATION

ENTER YOUR DEGREE/ MAJOR

South Wales University 2004 - 2008

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

ENTER YOUR DEGREE/ MAJOR

South Wales University 2004 - 2008

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

ENTER YOUR DEGREE/ MAJOR

South Wales University 2004 - 2008

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

SKILLS

Creativity

Communication

Realizable

Teamwork

Agile/Agile

Punctual

AWARDS

Sr. Executive 2001-2003

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Sr. Executive 2004-2006

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

ACHIEVEMENTS

BIG PROJECT 2010

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

BIG PROJECT 2011

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

TEMPLATE.NET

50. Media Resume Sample

In the field of media, online or traditional, an individual must tailor their media resume accordingly. Ensure you include relevant information, including expertise, experiences, and education.



Allan Adam

Media Specialist

125 Red Hawk Road, Garfield, Minnesota | 320-834-7736 | allanadam@email.com

About Me

I have managed live streaming and on-demand video operations. Designed webcast encoding, hosting, and delivery solutions. Champion of social media tools and technologies, with a track record of creating and implementing successful social media campaigns. Work closely with clients to develop and execute a proactive.

Skills

Photography	■■■■■■■■■■
Photoshop	■■■■■■■■■
Proofreading	■■■■■■■
InDesign	■■■■■■■

Follow Me

- facebook.com/allanadam
- twitter.com/allanadam
- instagram.com/allanadam

Hobbies



Education

Bachelor of Media Studies
University of Minnesota
2006 - 2010

High School
Minnesota High School
2002 - 2006

Elementary School
San John School
1997 - 2002

Experience

Cap Media Media Specialist
Washington, DC
2014 - Present

Media News Company Media Specialist
Alaksan St., Alabama
2010 - 2014

Reference

Emily Watson: General Manager in Media News Company
Alaksan St., Alabama, Ph: +56 1234 8962

Chuck Dreyfusk: Manager in Media News Company
Alaksan St., Alabama, Ph: +56 1234 8962

TEMPLATE 502

RESUME FORMAT

Each resume is tailored to fit the industry an applicant is applying for. However, the content of a resume is almost similar to each other and must share the following vital information.

1. Contact Information

The contact information is commonly seen on the top part or the left portion of your resume. It must contain your complete name, address, contact numbers, and e-mail address.

2. Resume Introduction

A resume introduction contains the resume profile, objectives, and summary. The resume profile shows a brief detail of skills and experience to the vacancy applied for. The objective gives the employer an idea of your goals when joining the company. Meanwhile, the resume summary outlines a person's top skills and experiences relating to the position.

3. Work Experience

Work experience must start from the most recent. It is advisable to list them in bullet points that include the company's name, location, years of employment, and the responsibilities and accomplishments during the stay.

4. Skills

In the skills portion of the resume, ensure you add a mix of technical and soft skills. Technical skills are job-specific expertise, while soft skills focus on character traits.

5. Education

In terms of the education section, include the most recent educational attainment. It must include the name of the institution, location, degree, and graduation year.

FAQs

How do you make a job resume?

- Choose a resume format
- Introduce yourself
- Indicate your objectives
- List your work experiences
- Highlight your skills
- Include your educational attainment

Are a CV and resume similar?

A resume is usually a single-page summary of your work experience and background relevant to the vacant position. A CV is lengthier, including awards, certificates, publications, and even affiliations.

What is a resume?

A resume is a documentation that presents an individual's background and experience in a particular field.

Is resume a French word?

The English word resume originates from the French verb resumer, meaning to summarize or summary.

Is there a best resume format?

All resume formats serve a particular purpose. However, using a chronological format makes it easier to read.