**Jane Doe**

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linkedin.com/in/your-name-here

**RESUME SUMMARY**

Add a strong resume summary here that highlights what it is you do, the types of companies you’ve worked with, and why you’re great at your job.

**SKILLS AND ACCOMPLISHMENTS**

**Skill Topic 1** (e.g.: Digital Marketing): Skill 1 (Google Analytics) | Skill 2 (Search Engine Optimization) | Skill 3 ...

**Skill Topic 2**: Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5…

**Skill Topic 3**: Skill 1 | Skill 2 | Skill 3 | Skill 4 …

**Accomplishment 1**: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact]

**Accomplishment 2**: ...

**Accomplishment 3**: ...

**WORK EXPERIENCE**

**Company 4**, Location *(this should be your current/most recent job)*

*Job Title* Mar 2018 - Present

* This is where you write about your current/most recent experience.
* Do not simply list your day-to-day job duties. Use relevant keywords from your own experience that are mentioned in the specific job ad/description that you are applying for.

**Company 3**, Location

*Job Title* Feb 2017 - Mar 2018

* You don’t need to list every single job duty you do in this section, ensure you choose the most appropriate for the job you’re applying for as well as those that tie into the skills and accomplishments you chose above.

**Company 2**, Location

*Job Title* Feb 2014 - Jan 2017

* It’s OK to leave positions off your resume if they aren’t relevant to the job you’re pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

**EDUCATION**

**College Name**, Location

*Degree Title* Feb 2010 - Sept 2014

GPA, academic awards, societies, research projects or anything else that is noteworthy can be listed in this section as well.

**VOLUNTEER EXPERIENCE**

**Volunteer Organization Name**, Location

*Volunteer Role* Mar 2015 - Present

**AWARDS/ACHIEVEMENTS**

**Award Name** 2020

Any relevant information about the award if it is not a well-known award in the industry/location you are applying