JENNY MITCHELL

PROFESSIONAL TITLE

Google Docs

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SUMMARY

Write a compelling introduction to your professional expertise to capture the hiring manager's attention! Tailor it to the company and position that you are applying for. Summarize your most relevant and impressive experiences along with specific skills. Describe what you're looking for in your new position (which should align with what the company is looking for in you)!

EDUCATION

Master's Degree
Enter Your Major
2015-2016

Bachelor's Degree
Enter Your Major
2011-2015

SKILLS

| TECHNICAL

Microsoft Office

HTML & CSS

Adobe InDesign

Adobe Illustrator

WordPress

| PERSONAL

Attention to Detail

Team Management

Collaborative Projects

Self-Motivated

WORK EXPERIENCE

Your Job Title Here

COMPANY, LOCATION // 2018-2020

Write a short description of your job experience. Use impactful and descriptive "action words," and quantify your accomplishments with concrete numbers, percentages, and examples. Emphasize any skills and accomplishments that would translate well to the job you are seeking. As much as possible, each point here should imply how this experience readied you to be the perfect candidate for the job you're applying for.

- Include enough about your responsibilities and duties to give context about your job, but the emphasis should be on your achievements
- Increased sales by 30% by implementing targeted social media advertisements on Instagram
- Increased online conversion by 24% in collaboration with web designers and improved copywriting

Your Job Title Here

COMPANY, LOCATION // 2018-2020

Candidates are often worried about the most optimal resume length. There is a sweet spot that is different for each candidate. You want to have a resume that is concise; hiring managers are busy, and it can be a turn off to receive a long and untargeted resume with lots of irrelevant information. At the same time, you want to be descriptive enough that the resume is persuasive and gives enough context about you as an applicant. For students and newer grads, one page can be enough. For those with more experience, two to three pages may be the sweet spot.

Your Job Title Here

COMPANY, LOCATION // 2018-2020

Read and analyze descriptions of the jobs you are looking for. Note down skills and experiences that employers are asking for. Add the relevant skills you have to the SKILLS section of your resume, and use examples in your job descriptions to expand on the skills. Consider both technical skills (e.g. software, computers, industry-specific skills) as well as soft skills (e.g. social skills, management skills, teamwork, customer service). Keep these notes of skills + your relevant experience for interview prep!

ResumeAve.Etsy.com

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