OLIVIA SCOTT

PROFESSIONAL TITLE

555.555.1234 name@mail.com LinkedIn/username San Clemente, CA

PROFESSIONAL SUMMARY

This is the first thing the recruiter will look at and it needs to trigger your reader's interest! It is a summary of your key selling points based on your target job's requirements. Highlight the most significant experiences and skills. Communicate your strengths using y personal characteristics while avoiding generic sentences. Encourage the reader to learn more. Be relevant and honest. Keep in mir that a first impression is crucial!

PROFESSIONAL SKILLS

Public Speaking	Content Development	Effective Communication	Stress Management
Team Leadership	Teamwork	Budgeting and Planning	Problem Solving
Adaptability	Resource Management	Brand Development	Creativity

WORK EXPERIENCE

YOUR POSITION TITLE Date – Pre
Company Name, Location

Briefly describe your position and achievements (and the company if not renowned). Always make sure to emphasize achievements about what the recruiter is looking for.

- Keep your bullet points succinct and clear, recruiters don't have time to carefully read; leave information and surprise for the interview. Match your language with the targeted company's identity
- Do not use personal pronouns and start with active verbs; Avoid using very technical terms that the recruiter won't understand; check the guide for more information
- Highlight your skills and achievements; Avoid listing tasks and responsibilities like everybody else and you will be noticed; provide numbers as often as possible (number of staff, time, percentage…)
- Write your best experiences and accomplishments in the top third of your resume; This will entice HR to read the rest of your resume

YOUR POSITION TITLE Date – Date
Company Name, Location

ATS FRIENDLY

Google Docs