TEEGAN RAMIREZ

212-123-1234 | email@CareerReload.com | linkedin.com/CareerReload

SUMMARY STATEMENT

Use this area for your elevator pitch to promote your awesome skills and achievements that can truly help the company you're applying to. If you have specific numbers or percentages to quantify any achievements, use them. Show why you are uniquely qualified instead of just saying so. Keep this section short and concise. Integrate keywords and qualifications aligned with the company's specific needs. You should include the most relevant, impressive information.

EXPERIENCE

Job Title Goes Here **May 20XX- Present**
Company, Location
In a few lines before the bullet points, summarize your main responsibilities and provide information about the organization. For your present position, you can use the present tense, for the rest, use the past tense.

- Highlight your most relevant qualifications and accomplishments for the job by listing them first. If you have specific numbers or percentages to quantify your accomplishments and qualifications, use them.
- Boldfacing growth percentages, dollar figures, and other key accomplishments is also a good strategy.
- Start your bullet points with a powerful action verb like "managed".
- The secret to an outstanding and great resume is to remove the pronouns (he, she, I). Pronouns are redundant.
- Bullet points ensure that your key achievements will be seen. Avoid listing irrelevant experiences.
- Highlight your most relevant qualifications and accomplishments for the job by listing them first. If you have specific numbers or percentages to quantify your accomplishments and qualifications, use them.

Job Title Goes Here **May 20XX- Dec 20XX**
Company, Location
In a few lines before the bullet points, summarize your main responsibilities using past tense and provide information about the organization.

- Highlight your most relevant qualifications and accomplishments for the job by listing them first. If you have specific numbers or percentages to quantify your accomplishments and qualifications, use them.
- Boldfacing growth percentages, dollar figures, and other key accomplishments is also a good strategy.
- Start your bullet points with a powerful action verb like "managed".
- Bullet points ensure that your key achievements will be seen. Keep it short and concise
- The secret to an outstanding and great resume is to remove the pronouns (he, she, I). Pronouns are redundant.

EDUCATION & CERTIFICATIONS

Master of Arts in Economics, Your University Here **May 20XX**
Summa cum laude, Presidents list

Certification Name, Organization **May 20XX**

SKILLS

Leadership and Training	Budgeting	Management
Planning and Forecasting	Leadership and Training	Budgeting
Management	Planning and Forecasting	Business Management

CAREERRELOAD