NATALIE SMITH

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Begin your resume with your most powerful pitch. Use this space to convince the reader they need to take interest in your resume. Highlight your most impressive accomplishments that are relevant to the job description. Keep it concise, direct, and only a few sentences. Use numbers or data to quantify your statements when possible.

EDUCATION

University of New York
Master's Degree,
Marketing
2004-2008

University of Alabama
Bachelor of Management
1999-2003

EXPERTISE

Attention to Detail
Organization
Critical Thinking
Public Speaking
Problem Solving
Detail Oriented
Microsoft Word
Microsoft Excel

EXPERIENCE

Enter Your Job Position Here
Company / 2013 - 2015
Use this paragraph to give a short description of the position, company, or achievements. You can also delete this and go directly into the bullet points.

- Begin each bullet with an *action* or *success* verb. For example, use *managed*, *directed*, or *advised* rather than *responsible for*
- Focus on achievements and results, use quantifiable data (numbers, stats, analytics) to back them up when possible.
- Build trust by using bullets to support what you've written in other areas of your resume; like the *profile* and *skills* sections

Enter Your Job Position Here
Company / 2010 - 2013
Use this paragraph to give a short description of the position, company, or achievements. You can also delete this and go directly into the bullet points.

- Include skills and requirements outlined in the job description throughout your bullet points.
- Achievements and results are important, but remember to communicate *why* these accomplishments are impressive
- Keep each bullet concise and direct; an overly detailed bullet risks getting dismissed without being read
- Grammar errors are an immediate red flag. Proofread your resume until you are comfortable with the finished product