

# RESUME TEMPLATE

## EMMA WATSON

YOUR PROFESSIONAL TITLE

### CONTACT

-  123-456-7890
-  youremail@gmail.com
-  City, State
-  LinkedIn.com/username

### EDUCATION

YOUR DEGREE NAME / MAJOR  
Education  
University Name  
2012–2014

YOUR DEGREE NAME / MAJOR  
Education  
University Name  
2010–2011

### SKILLS

- Relevant Skill

### PROFILE

Write a powerful performance summary here. Highlight your most valuable skills, qualifications, achievements, credentials, and other distinguishing information as it relates to and supports your current objective. Integrate keywords and qualifications aligned with the company's specific needs.

Show why you are uniquely qualified, focusing on skills or qualifications, industry expertise, companies worked for, degrees, certifications, awards, and/or other professional credentials.

### PROFESSIONAL EXPERIENCE

WRITE YOUR JOB TITLE HERE  
Company Name | City, State | Beginning Date–End Date

In 2 lines, summarize your main responsibilities using past tense and provide information about the organization.

- Beginning with a powerful action verb, write up to six responsibilities and/or accomplishments in the past tense.
- Highlight your most relevant qualifications for the job by listing them first.
- Avoid irrelevant experiences.
- Keep descriptions short but add details that show why you're a great candidate.
- Show your accomplishments by using numbers and percentages.

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**Help Wanted** Ann Gill, Stephen Mason Lewis, 1996 Offers

tools job seekers can use to their advantage in the current job market

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**Simplified Job Résumé Preparation Kit** Ray G. Hadley, 1974

**Resumes For Dummies** Joyce Lain Kennedy, 1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume

*Artist's Market*, 1990

**The Executive Career Guide for MBAs** Richard H. Beatty, Nicholas C. Burkholder, 1996 Based on surveys and interviews with hundreds of executives at top firms such as Johnson Johnson Xerox and Coca Cola as well as the deans of such prestigious business schools as Stanford Wharton and MIT Sloan Graduate School of Management this guide provides sage advice and insights on the most promising career opportunities and a sense of what employers are looking for in today s competitive market

**Job Search and Graduate School Manual, Penn State Behrend**, 2004

*Journal of Career Planning & Employment*, 1985

**Target, Employment**, 1983

**For Your Action** Wayne Wallace, 1990

*Office XP* Sarah E. Hutchinson-Clifford, Glen Coulthard, 2001-08 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage

Career Management for Scientists and Engineers John K. Borchardt, 2000 There are chapters on networking and working with others what to expect from the day to day working world resumes and job hunting

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**Your Personal Netmoney**, 1997

**The Only Job Hunting Guide You'll Ever Need** Kathryn Petras, Ross Petras, 1995 For job searchers at any stage of their careers here are the guidelines secrets and savvy suggestions that lead to success Hundreds of ingenious ideas and techniques have been updated to include the use of new technology new resource listings new tips on resume writing and more

**Stepping Thru Ms Office Int03tx** Fulton, Neilsen, 2004-04

Getting-- Keeping And-- Growing In-- Your Job Bill Corbin, Kim Corbin, 1994 A candid look at the pursuit and development of a meaningful career Presented in an easy to read and amusing manner this book is filled with timeless wisdom and up to the minute insights

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