

# CARLA YOUNG

PROFESSIONAL TITLE

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 212-123-1234

 Name@CareerReload.com

 City Name, State, Zip

## EDUCATION

### Degree Name

University of New York  
New York, NY - 20XX

### Degree Name

University of New York  
New York, NY - 20XX

## EXPERTISE

### PROFESSIONAL

- Leadership and training
- Creativity
- Planning and Forecasting
- Management
- Budgeting

### TECHNICAL

- Lorem Ipsum
- Business Management
- Attention to Detail
- Resource Management

## 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 number 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.

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## WORK EXPERIENCE

### Enter Job Position Here

Jan 20XX - Present

Company / Location

In few lines before the bullet points, summarize your main responsibilities and provide information about the organization. For your present position you can use present tense, for the rest, use past tense.

- Highlights your most relevant qualifications and accomplishment for the job by listing them first. If you have specific numbers or percentages to quantify your accomplishments and qualifications, use them.
- Boldding 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) entirely. Pronouns are redundant.
- Bullet points ensure that your key achievements will be seen. Keep it short and concise. Avoid listing irrelevant experience.

### Enter Job Position Here

Apr 20XX - Dec 20XX

Company / Location

In few lines before the bullet points, summarize your main responsibilities using past tense and provide information about the organization.

- Highlights your most relevant qualifications and accomplishment for the job by listing them first. If you have specific numbers or percentages to quantify your accomplishments and qualifications, use them.
- Boldding 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) entirely. Pronouns are redundant.

## CERTIFICATIONS

Certification Name, Organization, 20XX

Name of Certification, School/Organization, 20XX

Certification Name, Organization, 20XX

# Resume Template How To Tutorial

**Cengage South-Western, Tim Krause**

A red circular graphic with a gradient, partially obscured by the grey bar, located to the right of the author's name.

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