Resume and Cover Letter Templates

Resume Template

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email]

[Your Phone Number]

Objective:

Write a brief statement (2-3 sentences) about your career goals, highlighting what you bring to the role and how it aligns with the company mission.

Experience:

Job Title - Company Name

Dates of Employment

- Key responsibility 1: Use action verbs (e.g., 'Developed', 'Managed') to highlight your contributions.

- Key responsibility 2: Focus on achievements, not just duties. Quantify wherever possible (e.g., 'Increased sales by 20%').

- Achievement or specific project: Showcase results and impact. Mention awards or recognitions if applicable.

Education:

Degree - School Name

Graduation Year

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- Include any relevant honors, coursework, or projects that are pertinent to the job.

Skills:

- List skills that are directly relevant to the job. Avoid generic skills; focus on technical or specialized skills.

- Prioritize skills that match keywords from the job description.

References:

Available upon request.