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| **Career Summary**  It's important that you provide the hiring manager with a short explanation of why you should be hired. In two or three sentences, highlight your top skills, position expertise, and most notable professional experience that aligns with the job you are seeking. See How to Write a Powerful Resume Summary Statement for more writing tips.   |  | | --- | |  |   **Work History**  **Company** - **Current Position**  *06/2017 - Current*  Company City, Company State   * Start with your current or most recent job title. * For each job, write your work experience in three bullet points. * See How to Write a Resume Work Experience Section for more writing tips.   **Company** - **Previous Position**  *03/2013 - 05/2017*  Company City, Company Country   * Talk about your duties and qualifications that are needed for the desired job opening. * Write short sentences in the active voice that show your accomplishments (e.g., “Manage a team of eight graphic designers”). * By using quantifiable metrics, such as “Establish long-lasting relationships with clients by studying their needs, maintaining a 99% retention rate,” you will give your accomplishments more power.   **Company** - **Next to Last Position**  *07/2009 - 02/2013*  Company City, State   * Concentrate on including significant work responsibilities instead of repetitive, daily tasks. * If you are switching careers, highlight transferable skills applicable to the new job you are applying for. For example, if you did some customer service tasks, present your empathy and communication skills when seeking medical assistant jobs. * If you have a long work history, narrow your work experience to the last 10 years of your career.  |  | | --- | |  |   **Licenses**   * Depending on your career, licenses are required for particular jobs, such as teaching and cosmetology. * School, Institution, Company or Organization l Certification or Training Obtained - Year ****Example:**** Associate of Arts in Hairstyling Long Island Beauty School Inc, Hempstead, NY - June 2017  |  | | --- | |  |   **Awards and Honors**   * This section is important for entry-level workers and for those who have received significant awards in their chosen field. * School, Institution, Company or Organization l Certification or Training Obtained - Year * ****Example:**** Sally Kalson Courage Journalism Award, Pittsburgh Post-Gazette - 2020 |  | **Education and Training**  **School Or Institution Name**  School Location  **Master of Science**: Field of Study   * Start with your current or most recent degree and go backward. * ****Example:**** Master of Science in Veterinary Technology University of California - Davis, CA June 2017   **School Or Institution Name**  School Location  **Bachelor's Or Associate Degrees:** : Field of Study  ****Example:****  Bachelor of Science in Pre-Vet University of California- Davis, CA June 2017  **School Or Institution Name**  School Location  **High School Diploma**   * ****High School:**** Only list if the minimum education required is a high school diploma or GED. * ****Example:**** Boswell High School Fort Worth, TX GED June 2018  |  | | --- | |  |   **Certifications**   * If you want to boost your skills and want to demonstrate competency to do a specific job, certifications are particularly important. * School, Institution, Company or Organization l Certification or Training Obtained - Year ****Example:**** CPR & First Aid Certified, American Heart Association - 2019  |  | | --- | |  |   **Skills**   * Review the job posting for the skills sought by the employer. * Feature skills of your own that match these key skills and are valuable in your profession. * Present six to eight skills in a bulleted list, and make sure to include soft, hard and technical skills. * See How to Write the Resume Skills Section of your Resume for more writing tips. |