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| Career Objective  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.  Summary of Qualifications  This section is your first opportunity to highlight your skills by creating a three-bullet sentence list of your highlights that most qualify you for the job while providing critical information.  Professional 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 three of your more important skills that are aligned to the job description. Make sure you use quantifiable metrics to show your achievements related to that skills set.  ****Soft/Hard/Technical Skill #1****   * Feature your top achievements, responsibilities or job stats here * Use past verb tense and active language! * Write snappy, clear blurbs about your tasks and developments. * Include metrics whenever possible   ****Soft/Hard/Technical Skill #2****   * Give focus to what you have accomplished and been able to do during your experience * This section highlights your disciplines and how you've practiced your skills to the best of your abilities during internships or part-time positions.   ****Soft/Hard/Technical Skill #3****   * This format is used for people with only a few years of experience and should fit into one page. * This resume is great for changing careers as it is a brilliant format to showcase transferable skills.   Work History  Current Position, 06/2017 - Current  Company - Company City, State   * Start with your current or most recent job title. * See How to Write a Resume Work Experience Section for more writing tips.   Previous Position, 07/2009 - 02/2013  Company - Company City, State  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** |   Master of Science : Field of Study, 06/2017  School Or Institution Name - School Location   * 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   Bachelor of Science : Field of Study  School Or Institution Name - School Location  ****Example:****  Bachelor of Science in Pre-Vet University of California- Davis, CA June 2017  High School Diploma  School Or Institution Name - School Location   * ****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  |  | | --- | | **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 |