

If you didn't find a resume sample for your industry don't worry! You can use our resume building software to make your own from scratch. If all you're looking for are professional blank templates in Microsoft Word feel free to browse our MS Word Templates.

Possess proven writing and research abilities that will aid your company in meeting its milestones. Aiming to use my knowledge of advertising, PR, product development, and consumer research strategies to satisfy the marketing internship at your company. Received 3rd place out of the 30 teams that entered the competition

Additional Skills In-depth knowledge of social media marketing platforms: Advanced Familiar with consumer research tools: Job seekers have a variety of options when it comes to starting a resume , but for students, a career objective is often the most effective. A career objective is NOT a statement telling the employer what you want Unfortunately, there is a huge misconception surrounding the use of career objectives. Despite what some may say, a career objective is NOT a statement telling the employer what you want from the company. Instead, the goal of an objective is to explain what you bring to the table and how you can help the company meet its goals. For high schoolers and college students applying for an internship, a career objective should showcase their character traits, relevant skills, and abilities. Career objectives can be quite flexible as job applicants are free to order the content how they see fit. Check out how the college student resume words its objective: Energetic and passionate college student working towards a BS in Marketing at the University of Georgia. RG Tip Short, persuasive, and concise, the Career Objective is a classic way to start a powerful resume. Make sure you get it right with our helpful Career Objective Writing Guide. A Well-Written Education Section is Essential Normally, education sections land near the bottom of resumes with very few details. High school and college student resumes should focus on these key points of their education: Including your hard-earned GPA tells the manager that you can be trusted to produce quality work on a deadline. Listing your courses will give the employer a better idea of the knowledge and expertise you possess. Remember to only list classes relevant to the job you are applying for. Adding any awards you received in school will show the HR manager that others recognize your hard work and accomplishments. Remember that the education section is the cornerstone of a student resume. Exchange Professional Experience for a Major Achievements Section Including a Major Achievements section will help you expand on the highlights of your educational experience. The hardest part about writing a high school resume or a college student resume is simply trying to fill up the page. Luckily there is an easy way around this obstacle. Including one of these categories will help you expand on the highlights of your educational experience. What can I include? In general, high school students tend to focus on their club participation while college students often incorporate major class projects. What is the format of a Major Achievements section? The name of the club or project should be used as the header with explanatory bullet points underneath. Feel free to include dates if the project was done under a time constraint. Check out how the high school student resume is formatted: Numbers help employers to illustrate and measure your skills.

Chapter 2 : Cornell Career Services: Resume Formats

Resume examples by industry You need to create a resume that highlights the specific skills employers are looking for. Check out these resume templates for a variety of industries.

Our samples reflect the lives of real people who have asked us for help. After fixing their resumes we asked if we could use them as gold standard examples to help other job seekers. Writing a strong application is a tough process and we want to make it easier. Perhaps while searching for examples you noticed poor samples all over the web. We, on the other hand, want to give you solid examples to help you write a resume you can be proud of. We do this because it is impossible to make an example for every single job. The major problem we found while looking for resume examples was that there were so few worth showing you! It was a difficult process clicking through website after website to get you the best alternate samples. We understand your frustration in just trying to find a quality example. As such, our goal is to give you the best tools you need to succeed. We do that by: Making great examples and writing tips for each industry Showing you awesome samples from other sites and ignoring bad content If you find a mistake or problem in one of our links, look at the note next to it telling you what to watch out for. You can use our resume building software to make your own from scratch. If any of our terms are confusing, you can check out our glossary of terms. Looking for more than just examples? Build a custom resume in minutes with our Resume Builder Software! If you also create examples and have one good enough to link to, contact us at social[at]resumegenius. Job seekers deserve to find good content quickly. And no one likes to get tricked by suspicious sites looking to make a quick buck. If you loved your sample, be sure to pin it on Pinterest!

Chapter 3 : Résumé - Wikipedia

Resume Builder. Introducing the world's smartest resume builder. Choose from thousands of industry-specific bullet points and write a professional application in minutes.

This particular applicant is an IT consultant applying for a senior or managerial position. Keep this in mind when reviewing this resume. While this resume sample might not directly apply to your IT goals, there are still some tips that are helpful to all those in the IT industry. Information Technology positions are one of the stronger industries expected to rise throughout the decade. If you are looking for a position in IT project management, check out the tips below to snag an interview. Start your Resume off on the right foot. If used correctly, a career objective is a great way to grab the attention of a hiring manager. Get straight to the point of letting them know the skills and abilities you have that will help the company achieve its goals. Also note how the applicant hints at how their skills can help the company. Aiming to use my superb analytical skills and technical knowledge to fill your IT Manager position. In the last bit, the applicant states their educational degrees. There are numerous licenses and certifications available for those in the IT industry. If you have any certifications relevant to the job, be sure to add them alongside your degrees. Quantify It This section is the real nuts and bolts of the resume. When writing your professional experience section, make sure that you are listing jobs that have relevance to the job you are applying for. The main point of the professional experience section is to showcase some solid results to the hiring manager. An easy way to do this is to sprinkle some quantifiable or provable points into each experience. For example the applicant writes: Notice how the applicant displays how they can work within budget in a timely manner, something that is extremely valuable in IT consulting. The applicant also shows that they can handle the pressure of being responsible for a massive budget. Also, note the action verb the applicant uses. If you can add 2 or 3 to each experience, then you will demonstrate that you are a goal-oriented individual. Use a Technical Skills section For anyone in the IT industry, a technical skills section is a must for their resume. The technical skills section is a great way to showcase your experience with various programming languages, web servers, and operating systems. Include personal projects as well, as these can serve as a digital portfolio exhibiting your skills. So if you run a tech website of some sort go ahead and share it on your resume. Also, consider adding proficiencies in other applications as well. Give your skills some flavor by adding adjectives. Compare the two below, which sounds more effective? It is important to note that you should only add skills that are pertinent to the position you are applying for. If the position only requires knowledge of HTML, then you should focus specifically on that knowledge instead of listing other programming languages. The resume sample above contains a pretty hefty technical skills section to serve as a reference point. It is rare that an IT project manager position would require such a wide variety of skills as the resume above lists. This section would most likely need to be cut down and tailored to the specifics of the position. Use Adjectives to Emphasize Your Technical Skills and Achievements For information technology resumes, highlighting your technical skills is of paramount importance. By strategically using adjectives you can enhance how your skills and professional accomplishments are perceived by the hiring manager.

Chapter 4 : Resume Samples for Every Job Title & Industry | Resume-Now

This is the most common resume format, in which job experiences are provided in chronological order, beginning with the most recent position. Note that the.

Top Resume Samples for Every Industry Use our resume samples to create the kind of error-free resume that lands you the interview You are here: Using a Word template to design your resume. Not only do they usually look cheesy, but formatting is a nightmare. Use the resume templates for inspiration, but stick to your own style and keep it consistent. No matter what, send your resume as a PDF so it looks the same on any computer. What should you say is your objective on a resume? Your objective is to get the job, and you sell yourself based on what you think you can gain from the company, not what the company can gain from you. Instead, try starting with a short summary of your career and skills. What is a good summary for a resume? A well-written summary statement short and focuses on how your skills and achievements with benefit the company. Check out our resume examples and resume samples in the looks below to see some really good instances of resume summary statements. Only include the most important, relevant information. Get to the point. What are good things to say on your resume? The most important thing a future employer wants to know is what you will do for them. Say how you came up with a new idea, saved your past employer money, got a specific result, or anything that is a quantifiable detail. Show how you were an asset to the company. The important thing is you have it, not when you got it. Look at the resume examples and resume samples in the links below to get a better idea of how to present this part of your document. Only include volunteer activities if they are relevant to the type of work you do. Wasting space with outdated jobs. Most recent and significant ones are probably enough, remember, no more than one page. Forgetting your contact information. Give your employers two options for contacting you. To get more ideas of how to create an eye-catching header that includes all the relevant information, look through our resume examples and resume samples. Use grammar checker have a friend check your work and proofread several times before hitting send. Samples Resumes Available Categories:

Chapter 5 : Internship Resume Samples & Writing Guide | Resume Genius

Whichever resume sample you follow, be sure to stay consistent with the formatting. Double check the bullet points, periods, capitalization, spelling, and overall structure of the entire document. This is a key component because it shows your attention to detail.

Chapter 6 : Information Technology (IT) Resume Sample | Resume Companion

Resume Samples. Find a variety of resume samples and examples. Use our resume guide and template and access professional resumes and CV samples designed for a variety of jobs and careers!

Chapter 7 : Resume Examples for Every Industry and Job | MyPerfectResume

Browse professional resume examples to help you properly present your skills, education, and experience. Our library of FREE downloadable resume samples and professional writing tips will enable you to customize your resume for the job of your dreams.

Chapter 8 : Good Resume Examples for Jobs: 99+ Free Sample Resumes & Guides

Your perfect resume example and free resume writing guide combos. Get the best expert help and tips. Use professional resume samples for jobs in any industry. Fix your resume now with genius advice and a model resume for your profession and job title. Writing a resume made simple indeed.

Resume Writing Tips Tips for choosing a resume format, selecting a resume font, customizing your resume, using resume keywords, explaining employment gaps, and more tips for writing interview winning resumes.