Audrey Murphy

JOB TITLE HERE

555.555.5555 | youremail@mail.com | City, State | LinkedIn.com/in/yourusername

**PROFILE SUMMARY**

This Profile Summary section showcases your most impressive experience, skills, and achievements. In the first sentence, quickly market yourself with your highest job title, including main responsibilities and years of experience. Then, tell them about your top skills and professional accomplishments and quantify them with numbers to prove your value.

**SKILLS**

**PROFESSIONAL SKILLS** Data Cleaning | Data Visualization | Machine Learning | Presentation Skills | Team Leadership

Excellent Communication| | Public Speaking | Analytical Problem-Solving | Project Management

Strategic Planning | Process Improvement | If you need to add a new line, hit “Enter” & then “Tab”

**TECHNICAL SKILLS** SQL | MySQL | T-SQL | R | Python | MS Excel | Google Sheets | MS Office

**WORK EXPERIENCE**

**POSITION TITLE HERE** Company | City, State | Date - Date

* Tailor your resume using important keywords from the job posting. You don’t need to tailor your resume to every single job posting. But you need to create different resume versions if you are applying to different types of roles.
* You need to show that you would go above and beyond to create the most value for the company.
* Write about your professional achievements instead of boring and generic daily tasks.
* Your bullets should start with an action verb to emphasize your proactiveness.
* For example, write "Identified data discrepancies in key business reports that were leading to incorrect reporting of crucial financial data. instead of "Responsible for identifying data discrepancies in key business reports ... "

**POSITION TITLE HERE** Company | City, State | Date - Date

* Prove your accomplishments with numbers because it’s better to show than to tell.
* List the most impressive information on the top half of the first page. It's a good idea to order bullets, skills, and qualifications based on their value or relevance to the job description.
* For a formal tone, eliminate pronouns from your resume altogether.

**POSITION TITLE HERE** Company | City, State | Date - Date

* If you went to college but didn’t graduate, list any completed coursework, courses, or credits completed towards your degree. If you haven't finished your degree, do the same and say when you plan to graduate.
* Feel free to move the Education section. If you’ve recently graduated, place your education section before, because your education is likely the most prominent piece of your resume right now.
* If you’ve been in the workforce for several years, move your Education section below your experience.
* List your degrees from the highest to the lowest level.

**POSITION TITLE HERE** Company | City, State | Date - Date

* Be consistent with how everything is presented. For example, decide whether to end all bullets with periods or not, use a consistent date format, etc.
* No need to jam everything into one or two pages. Resume length comes after readability and content quality.
* Spell out the numbers that begin sentences. Write out numbers between one and nine, but use numerals for all numbers 10 and above.

**POSITION TITLE HERE** Company | City, State | Date - Date

* Use a professional email. A Gmail address is preferable.
* Clean up and curate your social media even when you don’t list them on your resume.
* Your complete street address is not necessary, but your city and state matter, since many companies search for applicants by location.

**POSITION TITLE HERE** Company | City, State | Date - Date

* Please read my "Detailed Instructions" file for instructions on using the templates or shoot me an email for troubleshooting! Also, don’t forget to edit the name and contact information in the header or footer to match yours.
* PROOFREAD your documents! Check your spelling, grammar, and readability.
* Always submit your resume in PDF format, unless they specifically ask for a Word file!

**ACHIEVEMENTS & VOLUNTEER EXPERIENCE**

**AWARDS OR ACHIEVEMENTS, OR HONORS** Date

University or Organization, City, State

**VOLUNTEER EXPERIENCE** Date

Your Role | Organization, City, State

**VOLUNTEER EXPERIENCE** Date

Your Role | Organization, City, State

**LEADERSHIP EXPERIENCE** Date

Your Role | Organization, City, State

**PROJECTS**

**NAME OF PROJECT** Date

Project Description | Your Role | Project Link (Your portfolio website or any platform you use to share your project with others)

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**NAME OF PROJECT** Date

Project Description | Your Role | Project Link (Your portfolio website or any platform you use to share your project with others)

**EDUCATION**

**DEGREE TYPE & MAJOR** |Your University, City, State Date - Date

Additional information (GPA, relevant courses, etc.)

**DEGREE TYPE & MAJOR** | Your University, City, State Date - Date

Additional information (GPA, relevant courses, etc.)

**PROFESSIONAL DEVELOPMENT**

**WORKSHOP, CLASS, OR COURSE** Date

University/Company/Organization, City, State

**WORKSHOP, CLASS, OR COURSE** Date

University/Company/Organization, City, State

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Date Here

Mrs. Monica Brooks

Director of Human Resources

Name of Company

Street Address

City, State

DEAR MRS. BROOKS,

Cover letters usually get passed over after the first few lines, or even go unread. But if you feel like a cover letter can help you get noticed, here are the best tips to avoid writing a generic cover letter and set yourself apart from other applicants: Open with a strong and unique line expressing why this job is exciting to you and what you bring to the table. Make them feel special by explaining why you’re specifically interested in this employment opportunity from their company rather than anywhere else. Also, tell them more about the summary of your background and relevant experience, but don’t rehash your resume. After that first opening line, you can follow up with a sentence to drop the name of your referrer.

In this second paragraph, your target is to convince recruiters that you have the required skills, qualities, and experience to perform amazingly well at the job. Showing them what you have is important. And letting them know that you took the time to research the company is even better. It’s always impressive when a candidate expresses interest in the company, understands its goals, and the challenges it might face.

The final paragraph of your letter is where you make the last impression on the hiring manager. Your ending should encourage them to take action, particularly to schedule an interview with you. So, after offering thanks to the readers for their time and consideration, you will request an interview to further discuss how you can help the company achieve its goals. Keep your cover letter short, professional, genuine, and confident. Convey enthusiasm and make them believe your story, that this is the job you really want.

Sincerely,

Audrey Murphy

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**REFERENCES**

**REFERENCE NAME HERE**

Job title, Company

Relation to you

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referenceemail@mail.com

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