

MAUDE LEBOWSKI

PROFESSIONAL JOB TITLE

212-345-6789 – New York, NY – mlebowski@gmail.com – linkedin.com/in/mlebowski

SUMMARY

Try to make this section fit the job description you are applying for. Write short, compelling text, trying to cover all requirements in four to five sentences. Describe your experience and achievements and show your key abilities. Hiring managers want to know how you will provide value to the company.

PROFESSIONAL SKILLS

Communication – Negotiation – Collaboration – Build Relationship – Coaching – Market Knowledge – Sales Planning – Develop Budgets – Analytics – Meeting Sales Goals – Keyword 1 – Keyword 2 – Keyword 3 – Keyword 4 – Keyword 5 – Keyword 6 – Keyword 7

WORK EXPERIENCE

POSITION TITLE HERE

2019 – Present

Company | Location

This main paragraph can be utilized to summarize the position, the work you have done, or to give a short description of the company. If the company is fairly unknown, but it cooperates with well-known brands – you ought to mention it. You can also omit this paragraph and move directly to the bullets.

- Use up to 5 job description bullets for each position.
- In each bullet point, attempt to show achievement in your resume, not responsibility. Introduce experience related to the position you are looking for and eliminate all other information.
- Your current job should have the most bullets and the most detailed information. When going back in time, limit the number of points in the job description and add only the most relevant responsibilities and achievements.
- Use powerful resume action words on all bullet points, such as delivered, managed, promoted, achieved, etc.
- Do not write down all the tasks you perform. Make every key point of your resume win its place.

POSITION TITLE HERE

2016 – 2019

Company | Location

The work experience part of the resume is the basis that makes you eligible or ineligible to participate in the interview or the next step in the recruitment process.

- Your resume should only use simple words and phrases.
 - Do not copy any words in the service description, and phrases should be written by your own hand, not copied from online sources.
 - It is not advisable to write explanations, comments, references, etc. Only state pertinent dates, information, and achievements.
-

EDUCATION & CERTIFICATIONS

ADDITIONAL TRAINING OR QUALIFICATION

2020

Organization or company | Location

MASTER'S DEGREE IN MAJOR

2014 – 2016

Institution or university | Location

BACHELOR'S DEGREE IN MAJOR

2010 – 2014

Institution or university | Location