

First Name Last Name

Phone Number | Email | City, State

LinkedIn Account Link

SUMMARY

Your summary goes here. It's the **last stage in the resume writing process**, so pick it up in the end. Focus more on what value you can provide, instead of what you are looking for. Limit it to **2-3 lines max**.

KEY SKILLS

Include skills that are specific to your major and/or the roles you are looking for. Don't write entire phrases here, just stick to key functions. This section will be the **second-last stage in the resume writing process**. For eg., If you are a marketing major looking for social media internships, your skills can look something like:

Market Research | Social Media Strategy | Social Media Analytics | Social Media Content Creation & Curation

Technical Skills: If you have a few technical skills, you can write them within this section, like this.

Tools: Google Analytics, HootSuite, SEMrush, DupliChecker, Zoho Social

Bilingual: English & Spanish

Languages: VB6, SQL, Web Services - C#, C, C++, Java, Perl

Operating Systems : Windows (XP NT 3.x- 4.0 2000 2003) and UNIX

EDUCATION

Official Degree

Month, Year

University/ College

City, State

Minor:

Certificate:

Below is optional depending on your involvement in academia.

Relevant Courses: Courses in your major you want to highlight

Honor Societies: Any honor society you were a member of

Scholarships: Any scholarship you received and short description on requirements to get scholarship

CERTIFICATES AND TRAINING

Follow this format while writing the certifications (or training) in a single line:

Certification Name | Name of the Certifying Body | Location | Dates (with month & year)

WORK EXPERIENCE (PROFESSIONAL EXPERIENCE) *Must be in reverse chronological order*

Enter the official designation as per company records

Month, Year

Enter company name in full

City, State

*Enter a **one-line description** of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc. Especially if it is an unknown company.*

- *Use one-liner points to present the details of your internship/part-time/professional experience*
- *Rename the section heading as **Relevant Experience** (if you want to show all your roles - internships, part-time, volunteering, etc. - in one section).*
- ***Bold keywords and phrases** where you would like to draw the recruiter's attention.*
- *Use **action verbs** to start off your points, and achievement figures (ballpark/appx figures will work as well) to demonstrate the extent of your contributions. If the job is current, use present tense. Past jobs get past tense.*
- *It's the **first step in the resume writing process**. Start off with updating this section first. Based on the **keywords and functions***

you bold, accordingly update the Skills section. Based on that, update your summary. Make sure only those functions are mentioned in the Summary/Skills which have been substantiated in this section.

- Be descriptive and quantify your tasks
- Instead of writing all your one-liner points together, group similar points under unique subheadings as shown below:

Example:

Social Media Marketing

- Conducted research on **industry trends** & wrote compelling content for **social media posts**; created **5+ posts** daily
- Tracked **social media analytics** via **HootSuite** & other tools, and reported **results & new ideas** to our marketing team
- Created content to be shared by **20+ influencers** on Instagram, Facebook, and blog accounts to increase **traffic by 33%**

Content Management

- Liaised with the Editorial **team of 25** to manage social media content & community, while coordinating with **30+ freelancers**
- Increased Instagram & Facebook **followers by 20% and 25%** respectively in **3 months**
- Coordinated with the Design team to create platform-specific social media assets such as **flyers, ads, videos, GIFs**, etc.

EXTRACURRICULAR ACTIVITIES

Can be added in format as Work Experience or Certificates

PROJECTS (RESEARCH)

- In case you have projects (academic or otherwise) that you want to showcase, they can go here.
- Depending on how relevant they are to the target profile, they can appear above or below your Experience section
- Try to define the project heading, objective, tech stack (if any), and the solution/conclusion - all subheadings to be limited to one line each.
- For non-tech projects, stick to a few one-liner points while broadly mentioning the objective and conclusion of the same.

Here's an example to explain how you can write this section:

Project 1: Build a weather app with ReactJS | Add a link if its relevant

- Used Openweathermap weather API to fetch weather information for the app and **geoPlugin API** to fetch IP geolocation
- Generated **HTTP call** to the weather API to fetch data for the particular city being searched for
- Employed **ReactJS** to build the form which allowed an option to select the city and choose between Celsius or Fahrenheit

AWARDS

Follow this format while writing the award in a single line:

Award Name | **Award given by (School or company)** | **Location** | **Dates (with month & year)**

Resume Tips:

1. Resumes should be 1 **FULL** Page . Change the Margins to create more space.
2. Sections like **Objective, Projects, Awards, Certs/Training, Extracurricular Activities** are optional. You want to ensure you are adding information relevant to the job/internship posting. Use your 1 page effectively.
3. Use short URL for LinkedIn Account
4. Your highlighted skills section should be connected to your experience.
5. Focus on Accomplishments: Instead of listing job duties, focus on highlighting your accomplishments and contributions in each role.
6. Proofread Carefully. Review your resume multiple times to check for typos, grammatical errors, and formatting inconsistencies. Consider asking Career Services to review your resume.

John Doe

(555)55-5555 | example@gmail.com | Glassboro, NJ

[LinkedIn Account Link](#)

SUMMARY

Dynamic and results-driven college graduate with a Bachelor's degree in Marketing seeking a position in the marketing field. Eager to apply academic knowledge and practical skills gained through internships and coursework to contribute effectively to a marketing team. Committed to learning and growing within the industry while delivering innovative solutions and driving business objectives.

KEY SKILLS

Market Research | Social Media Strategy | Social Media Analytics | Social Media Content Creation & Curation

Microsoft: Word, Powerpoint, Excel

Tools: Google Analytics, HootSuite, SEMrush, DupliChecker, Zoho Social

Bilingual: English & Spanish

EDUCATION

Business Administration BA

Anticipated May 2025

Rowan University

Glassboro, NJ

Minor: Marketing

PROFESSIONAL EXPERIENCE

Social Media Marketing Intern

January 2024- Present

Made Up Company, LLC

Glassboro, NJ

International company helping start-ups with their websites, social media marketing by providing tools, and managing accounts.

- Conducted research on **industry trends** & wrote compelling content for **social media posts**; created **5+ posts** daily for **25 companies**
- Tracked **social media analytics** via **HootSuite** & other tools, and reported **results & new ideas** to our marketing team
- Created content to be shared by **20+ influencers** on Instagram, Facebook, and blog accounts to increase **traffic by 33%**

Content Management Creator

September 2022- December 2023

Amazon

Remote

- Liaised with the Editorial **team of 25** to manage social media content & community, while coordinating with **30+ freelancers**
- Increased Instagram & Facebook **followers by 20% and 25%** respectively in **3 months**
- Coordinated with the Design team to create platform-specific social media assets such as **flyers, ads, videos, GIFs**, etc.

EXTRACURRICULAR ACTIVITIES/ VOLUNTEER ACTIVITIES

- **Member | Marketing Club** | Rowan University | September 2021- Present

PROJECT

Build a weather app with ReactJS

- Used Openweathermap weather API to fetch weather information for the app and **geoPlugin API** to fetch IP geolocation
- Generated **HTTP call** to the weather API to fetch data for the particular city being searched for
- Employed **ReactJS** to build the form which allowed an option to select the city and choose between Celsius or Fahrenheit