

Analytical thinking, planning  
  
Strong communication  
  
Accuracy and attention to details  
  
Organization and prioritization  
  
Problem solving  
  
Team leadership

Self motivated, initiative

S K I L L S

YOUR DEGREE / MAJOR  
*University Name  
2004 - 2008*

YOUR DEGREE / MAJOR  
*University Name  
2008 - 2010*

E D U C A T I O N

When providing your employment history, start with the your most recent job and go backwards from there. Give the position title and the dates you worked there.  
If you haven't had a job before, you can use other things to demonstrate your experience.

For each job provide a list of the things that you achieved while in that job, and the significant contributions you made to the organisation.

POSITION TITLE HERE / *Company Name  
2011 - 2014*

When providing your employment history, start with the your most recent job and go backwards from there. Give the position title and the dates you worked there.  
If you haven't had a job before, you can use other things to demonstrate your experience, including:

* Work experience you've done through school
* Work placements or internships that you've done through university or TAFE

For each job provide a list of the things that you achieved while in that job, and the significant contributions you made to the organisation.

POSITION TITLE HERE / *Company Name  
2014 - Present*

P R O F E S S I O N A L E X P E R I E N C E

Give a quick snapshot of your key strengths, either as a two or three-sentence summary of how you best fit the role, or as a bulleted list of your main skills, talents and selling points.The opening statement also gives you an opportunity to tailor your resume for each job application. Adapt it to be as relevant as possible and create different versions that directly address the requirements listed on a specific job ad.

P R O F I L E

123 . 456 . 789

NATALIE.CLARK@GMAIL.COM

CITY . STATE . ZIP CODE

LINKEDIN.COM/USERNAME

C O N T A C T

M A R K E T I N G E X E C U T I V E

Natalie Clark

P R O F E S S I O N A L R E F E R E N C E S

AWARD TITLE / 2016  
*Brand – ABC Brand*

AWARD TITLE / 2011  
*Brand – ABC Brand*

Art / Design  
  
Traveling  
  
Geography  
  
Sport

I N T E R E S T S

AWARD TITLE / 2014  
*Brand – ABC Brand*

A W A R D S

Mac & PC Operating  
  
Microsoft Office Suite  
  
Adobe Creative Suite  
  
Powerpoint  
  
Social Media  
  
HTML / CSS

T E C H N I C A L S K I L L S

When providing your employment history, start with the your most recent job and go backwards from there. Give the position title and the dates you worked there.  
If you haven't had a job before, you can use other things to demonstrate your experience, including:

* Work experience you've done through school
* Work placements or internships that you've done through university or TAFE
* Volunteer work you've done

For each job provide a list of the things that you achieved while in that job, and the significant contributions you made to the organisation. Make sure that these achievements and contributions match the key skills and strengths listed earlier on your resume.

POSITION TITLE HERE / *Company Name  
2007 - 2011*

P R O F E S S I O N A L E X P E R I E N C E ( C O N T I N U E D )

Name Of Company  
123 . 456 . 789  
companymail@gmail.com

MEGAN WALKER  
*General Manager*

Name Of Company  
123 . 456 . 789  
companymail@gmail.com

Name Of Company  
123 . 456 . 789  
companymail@gmail.com

TIFFANY ROBINSON  
*General Manager*

Name Of Company  
123 . 456 . 789  
companymail@gmail.com

JAMES BROWN  
*General Manager*

DAVID WARD  
*General Manager*

M A R K E T I N G E X E C U T I V E

Natalie Clark