**How to Use Our Templates**

Our resume templates are part example, part template. Everything (literally everything) is meant to be adjustable. If you want to change the wording, formatting, colors, etc… you can and should! Remember that your resume is *yours*, so customize the template to meet your needs and your aesthetic.

**Summary Section**

This is an *optional* section that could be useful if you have some experience (professional, volunteer, or educational) relevant to the job you’re applying for. If you are seeking a role that isn’t as directly related to your experience (professional, volunteer, or educational), this section could be especially useful, as a well-crafted Summary can help explain a career pivot, re-frame experience for a new industry, or offer professional branding language to strengthen the “first impression” delivered by the document.

**Key Skills Section**

Another *optional* section that can be useful, especially for those with lots of work experience. The skills in this list should also be incorporated into your bullet points in your “Experience” section. Remember that recruiters and hiring managers are looking for evidence—don’t just claim a skill, back it up with evidence—incorporating the skill into applicable bullet points.

**Work Experience Section**

This, or a section just called “Experience” is a *required* section. Using a heading called “Work Experience” indicates that all of the experience in that section was paid work. To keep the section more flexible, use “Experience” as the heading, then volunteer work, club participation, or event projects could be included.

Think of these templates as a starting point. Choose a format and begin working with it. Customize it to your liking. Remember, keep it succinct, easy to skim, and incorporate relevant keywords.

Your Name

DIGITAL MARKETING ENTHUSIAST | RELATIONSHIP-ORIENTED PROFESSIONAL

# CONTACT

XXX.XXX.XXXX

yournameemail@email.com

City, ST

linkedin/com/in/yourname

# education

**Bachelor of arts, business**

*Concentration: Marketing*

*Minor: Economics*

University of Oregon

Expected June 2023

# Awards

**Highlight:** Key phrase here. Key phrase here. Key phrase here.

**Highlight:** Key phrase here. Key phrase here. Key phrase here.

# Key skills

* Social Media
* Email Marketing
* Copywriting
* Content Creation
* Photography
* Video Production
* Video Editing

# technical skills

* Adobe Creative Cloud
* Wordpress
* Mail Chimp
* Convert Kit

# summary

Marketing enthusiast with background in digital marketing; excited to leverage skills and knowledge in analytics and content creation to support the growth and success of a high-performing organization. Track record of setting goals and leading teams to achieve those goals.

# Leadership experience

UO Vietnamese student association – Eugene, OR

**Vice President of Marketing** May 2022 – Present

* Created social media accounts for the organization and built followings of 350 (Instagram) and 2,000+ (TikTok).
* Led all marketing operations to drive new member recruitment initiatives resulting in a 200% increase in membership.

Braddock Tutoring Center – Eugene, OR

**Volunteer Tutor** May 2021 – April 2022

* Leveraged extensive knowledge of unique learning styles to develop tailored tutoring style for 3 students.
* Two line bullet here. Two line bullet here. Two line bullet here. Two line bullet here. Two line bullet here. Two line bullet here.

# Work experience

the glendwood Restaurant – Eugene, OR

**Dishwasher** May 2020 – Present

* Provided sanitation support on 500+ pieces of dining equipment per day in a fast-paced, high-stakes restaurant setting.
* Received frequent praise from management for exceptional speed and reliability of washing.

# Relevant coursework/projects

Business strategy and planning – Eugene, OR

**Team Lead** April 2023 – Present

* Presented findings & recommendations to 80 peers in the form of a structured 16-page report and virtual presentation, generating thorough discussion & feedback.