**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

City, ST | Email Address | Phone Number | LinkedIn URL

# Education

Bachelor of Arts, Business Administration, University of Oregon, Eugene, OR **Expected June 2023**

*Concentration: Marketing | Minor: Ethnic Studies*

* Relevant courses completed: Introduction to Digital Marketing, Marketing Analytics, Email Marketing Strategy, Introduction to eCommerce, Ethics in Digital Marketing, Digital Storytelling in the Modern Era
* Capstone project: Coordinated a team of 3 classmates to develop a holistic digital marketing strategy for a local paper business, incorporating email, social, and ads into a strategy that was implemented by the owner.

# Leadership Experience

## Vice President of Marketing, UO VSA Club, Eugene, OR May 2022 – Present

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

## Volunteer Tutor, Braddock Tutoring Center, Eugene, OR May 2021 – April 2022

* Developed tailored tutoring by leveraging knowledge of unique learning styles for 50+ students.
* One line bullet here. One line bullet here. One line bullet here. One line bullet here. One line bullet.

# Work Experience

## Dishwasher, The Glenwood Restaurant, Eugene, OR May 2020 – Present

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

# Awards

## Academic Achievement Award, University of Oregon, Eugene, OR | 2022

## Highest Growth Student Club, University of Oregon, UO VSA Club, Eugene, OR | 2023

# Skills

Adobe Creative Cloud (Photoshop, InDesign, Lightroom, Premier Pro) | WordPress | Mail Chimp