

	212-555-1212
	youremail@email.com
	City, State, ZIP

CHARLES FERNANDEZ

PROFILE

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. Tell your story. Who are you? What's your background? Using a summary statement isn't a must, but it can be a great way to set the hiring manager or recruiter's expectations. Include 4-5 lines of information that tells a little about your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

WORK EXPERIENCE

COMPANE NAME | LOCATION | YEAR - YEAR

JOB TITLE

- List up to 10-15 years of relevant work experience on your resume.
- Include responsibilities and experiences that align with the key skills and job requirements.
- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization. Make sure they are relevant to the job.
- EXAMPLE:
- Created social media and marketing strategies for company brand that grew client base by 65%.
- Negotiated and saved an at-risk client and successfully signed a 5-year deal that generated \$2M.

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EDUCATION

University of Pennsylvania | Philadelphia, PA

- Bachelor of Science, Biology with a concentration in Neuroscience

TECHNICAL SKILLS

Microsoft Office, Word, Excel, PowerPoint, Adobe, Canva, Photoshop