


# JENNIFER POWERS

PROFESSIONAL TITLE

## CONTACT

 212-555-1212

 youremail@email.com

 City, State

## PROFESSIONAL SUMMARY

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. 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 summarize your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

## EDUCATION

Bachelor of Science, Biology  
University of Pennsylvania  
Philadelphia, PA

## COMPETENCIES

Advertising and Marketing  
Social Media Management  
Brand Development  
Content Creation  
Customer Education  
Customer Analytics  
Lead Generation

## TECHNICAL SKILLS

Canva, Adobe Acrobat, GIMP  
Photoshop, Blender, Pixlr  
Microsoft Office

## WORK EXPERIENCE

### COMPANY NAME

Year-Year

### JOB TITLE

Write a brief description of your current/or most recent job here. Example: Manage a budget of \$950K and all operational activities for the Sales department including assigning work, expense management, client development, sales training, team performance management, and service delivery.

- 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 listed by the employer.
- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet.
- 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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- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization. Make sure they are relevant to the job.
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