John A. Weaver

PROFESSIONAL TITLE

21 Southern Lane • Jonesboro, GA 30458 • (111) -111-1111 • email here

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PROFESSIONAL PROFILE

Note. This is a couple of sentences at the beginning of a resume that highlights a job seeker's professional skills and experience. It gives hiring managers a glimpse into the job seeker's expertise before diving into their resume.

See example below.

Professional marketer manager with 5+ years of experience in digital marketing. Social media marketing experience, including Facebook, Google, and LinkedIn advertising. Experience in managing an account with a monthly budget of $30,000.

WORK EXPERIENCE

Note. Lead each bullet point with strong action verbs. This will help employers better understand your impact and make your experiences stand out. In general, you want to have the most detail for your most recent job and can give a less detailed description of older jobs. Finally, Make every entry concise. List and measure your impact in a way that employers can quickly understand by removing extra words.

See examples below.

Job Title, Company, Location **January 1, 2020-Present**

- Separating, labeling and verifying count of incoming deliveries, contributing to a 15% decrease in counting errors
- Creating dynamic inventory system that ensured product levels supported demand without overstocking
- Responsible for construction of sturdy, balanced pallet loads for shipping
- Developing backup training on computerized inventory system resulting in 25% decrease in onboarding time

Job Title, Company, Location **January 1, 2019-December 31, 2020**

- Performed 25 store audits in compliance with safety and sanitation regulations to ensure the quickest and most effective modes of service
- Developed training program for 400 employees in compliance with company and government requirements, reducing training time by 10%
- Performed review of scheduling for three departments and reduced labor needs by 5%

JOB SKILLS

The most important job skills to put on a resume include:

Communication skills	Computer skills
People skills	Leadership skills
Organizational skills	Time management skills
Collaboration skills	Problem-solving skills

ACHIEVEMENTS

See examples below.

- Revenue or sales you increased for the company
- Industry awards you won (i.e., Best Digital Marketing Campaign Award)
- Time you saved for the company
- Problems you identified in the company and solved
- Procedures or systems you developed, implemented, or optimized in the company
- Special projects you worked on in the company

EDUCATION

University Name, Location
Degree / Major, Date of Degree

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REFERENCES

Reference 1
Job Title
Company Name
1332 Southern Court
Jonesboro, Georgia 30458
(111) -111-1111

Reference 2
Job Title
Company Name
1332 Southern Court
Jonesboro, Georgia 30458
(111) -111-1111

Reference 3
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