

Applicant Name

City Name, State
business.email@email.com
(123) 456 7890

- Descriptive title with **primary roles** in bold
- Primary skills with Software Names in sentence case
- Strongest **personal skill** in bold

Education

University Name	2012 – 2016
Degree Title (MA)	City, State
Second School Name	2004 – 2012
Degree Title (BA)	City, State
Professional Certification	2016

Skills & Software

- Software Title or Family (e.g Adobe Creative Suite)
- Specific skills that use the above software, e.g. (Graphic Design, Illustration)
- Software Title or Family (e.g Microsoft Office)
- Specific skills that use the above software, e.g. (e.g. Editing, Copywriting)
- Miscellaneous Skill relevant to role
- Miscellaneous Skill relevant to role

Select Work Experience

Job Title	Month Year – Month Year
Company Name, Length of Position (e.g. 1 Year)	City, State

- Description of key responsibilities
- People, industries or network involved in the position
- Primary achievement in role

Senior Designer	January 2018 – December 2018
Acme Design Consultants, 2 Year	New York City, NY

- Advised graphic design firms on latest software developments and print standards
- Leveraged diverse network of industry representatives of print, advertising and design
- Presented “Resumes and CVs for Executives” at 2018 American Design Professionals convention

Graphic Designer	January 2017 – December 2017
Acme Graphics, 2 Year	New York City, NY

- Designed print-ready publication layouts for international magazines
- Worked in collaboration with senior designers, production editors and in-house typesetters
- Promoted to head designer for special issues

Resume Advisor	January 2016 – December 2016
Acme Career Services, 1 Year	New York City, NY

- Created resumes for premium applicants at career services agency

Most Recent Salary: \$100,000
Request

References Available Upon

- Advised new college graduates and experienced professionals on design and content of resumes
- Received 2012 award for Highest Reviewed Advisor

*Most Recent Salary: \$100,000
Request*

References Available Upon