Masiello EMPLOYMENT SERVICES

A LEDDY GROUP COMPANY

Tip: Include clear and consistent section headers. Use 11-12 font for normal text and 14-16 for headers.

Tip: Add a bit of color, but stay away from a headshot, which isn't relevant for the hiring manager.

Tip: Create a 1-2 page PDF so your formatting is not lost on different software.

Tip: Ample white space and professional looking fonts make a resume easy to read.

Tip: Add a professional profile if relevant, i.e. a LinkedIn, website or blog URL.

Tip: Summarize your experience, top achievements and desired career goal. Be concise. Use action and power words.

Tip: When opting for an Objectives section instead of a summary, write your career goal in 2-3 sentences. (Useful for recent grads or when changing careers.)

Tip: Highlight most recent work experience first at the top of the resume.

Tip: Prioritize skills or keywords hiring managers are likely to be looking for. But be prepared to share proof of these skill sets during the interview.

Tip: Be sure to provide accurate dates for each job experience you include.

Tip: If you have relevant community service or volunteer experience, including it after your work experience can be a valuable addition.

Tip: Carefully proofread your resume, and have someone you trust proofread if possible. Your Staffing Manager at Masiello Employment Services is a great resource.

Tip: It is not necessary to list a High School Diploma unless that is your highest degree. If you do list it, never date yourself with graduation dates.

JANE SMITH

+123-456-7890
j.smith@email.com
City, State

janesmith.com
linkedin.com/janesmith

SUMMARY — Use this 2-3 sentence section to share your skills and accomplishments, as well as why and how you would excel in your new position. Think statements like "A team-focused professional with effective communication and management skills."

Recognition (optional)
Awarded for...
Recognized for...
Leader of the Year/Month

Core Skills (Optional)

Management Skills	Computer Skills
Digital Marketing	Engaging Presenter
Problem Solving	Communication Skills

EXPERIENCE

Job Title
Company Name, Starting Date – Present
- Two to five statements about the work you performed on this job. Include your accomplishments, relevant skills and successes as relevant to your desired job.
- Mention on-the-job accomplishments and awards you received. Be sure to prioritize statements in order of relevance.

Job Title
Comapny Name, Starting Date-Ending Date
- Include keywords, action words and power words to stand out.
- Integrate tasks, skills, and responsibilities you succeeded in.
- Share specific (and relevant) tools, software or programs you are proficient in.

Job Title
Company Name, Starting Date-Ending Date
- If you are recently entering the workforce, make a section for other accomplishments, volunteer experience, community service or ways you have developed strong skills that will help you succeed in your desired position.

Job Title
Company Name, Starting Date-Ending Date
- Present all relevant work experience in an easy-to-read bulleted format.
- Be clear, concise and honest.

EDUCATION/ CERTIFICATIONS

Highest Degree, Focus if relevant	**Next Highest Degree, Major if relevant**	**Certification**
University	University	Name of Agency
Date-Date	Date-Date	Location
x/4.0 GPA	x/4.0 GPA	Date-Date
		Critical skills earned.

REFERENCES — Name, Position, Contact Infomation,