



MIA WILLIAMS

Professional Title

CONTACT

+1 103 456 7890

yourmail@mail.com



Country, City, Zip



username



EDUCATION

ENTER YOUR MAJOR

Business Administration

Name of University

2005 - 2007

ENTER YOUR DEGREE

Business Administration

Name of University

2005 - 2007

SKILLS

// PROFESSIONAL

- Team Building
- Meeting Deadlines
- Punctuality
- Goal setting
- Prioritization
- Brainstorming
- Problem Solving
- Providing Discipline
- Critical Thinking

PROFILE

Profiles are the first opportunity to highlight a person's relevant career experiences, skills, and what goals they are looking to achieve while in his or her next position. Your profile should be customized to match the qualifications the employer is seeking. In your profile, only include the skills and qualifications that relate to the specific job for which you are applying for. Additional tips are included in the download.

WORK EXPERIENCE

YOUR JOB TITLE GOES HERE

Company Name | 2008 - 2010

Describe your responsibilities in concise statements led by strong verbs. Focus on those skills and strengths that you possess and that you have identified as being important to your field. Try to incorporate industry specific key words.

- Maecenas maximus turpis tellus, sit amet gravida nisl laoreet ermentum.
- Suspendisse in ultricies arcu. Ut nec dignissim tortor.
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YOUR JOB TITLE GOES HERE

Company Name | 2008 - 2010

Be sure to vary your action words. You do not want all your descriptions to sound the same. Use present tense for those activities which are ongoing and past tense for those with which you are no longer involved.

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YOUR JOB TITLE GOES HERE

Company Name | 2008 - 2010

Avoid using "I," "and," "the," and the use of any pronouns and prepositions.

Whenever possible, quantify your accomplishments and responsibilities. That is, use numbers, amounts, dollar values, and percentages.

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SKILLS

// TECHNICAL

- Microsoft Word
- Microsoft Excel
- Pages
- Adobe Illustrator
- Adobe Photoshop
- Microsoft Powerpoint

AWARDS

YOUR AWARD
NAME / ACHIEVEMENT
2015

YOUR AWARD
NAME / ACHIEVEMENT
2017

INTERESTS

- Photography
- Painting
- Health & Fitness
- Literature
- Tennis
- Swimming
- Cooking

WORK EXPERIENCE (CONTINUED)

YOUR JOB TITLE GOES HERE

Company Name | 2008 - 2010

Avoid summarizing or describing what a company or organization you worked with did or does. Describe your responsibilities and accomplishments in relationship to the job/organization, not the job/organization itself.

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REFERENCES

REFERENCE NAME

Position

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e: email@mail.com

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