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| YN Objective To get started, click placeholder text and start typing. Be brief: one or two sentences. Skills Explain what you’re especially good at. What sets you apart? Use your own language—not jargon. | |  | | --- | | Microsoft Office UserProfession or Industry | Link to other online properties: Portfolio/Website/Blog |  ExperienceJob Title • Company • Dates From – To Summarize your key responsibilities, leadership, and most stellar accomplishments. Don’t list everything; keep it relevant and include data that shows the impact you made. Job Title • Company • Dates From – To Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote. EducationDegree • Date Earned • School You might want to include your GPA and a summary of relevant coursework, awards, and honors. Degree • Date Earned • School On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click. Volunteer Experience or Leadership Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities. |