



## Boot Camper Name

[BootCamper@gmail.com](mailto:BootCamper@gmail.com)

516.888.0000

[www.Linkedin.com/in/BootCamper](http://www.Linkedin.com/in/BootCamper)

### SUMMARY OF QUALIFICATIONS

Type summary here. If you like your LinkedIn summary, you may use that here or craft something like your elevator pitch that labels the type of professional you are and your areas of expertise. Also include your perspective, recognized characteristics, how you attained that recognition. Detail what you have a strong track record of achieving. Add who you reported to and/or the skills, industry programs, or methodologies in which you are proficient. You can use the resume samples to mimic the format and just plug in your information.

### CORE COMPETENCIES

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### PROFESSIONAL EXPERIENCE

COMPANY, Region, City, State	Start - End
Type summary of job scope here.	
<b>Job Title</b>	
<ul style="list-style-type: none"> <li>• Achievement#1</li> <li>• Achievement#2</li> <li>• Achievement#3</li> <li>• Achievement#4</li> <li>• Achievement#5</li> </ul>	

COMPANY, Region, City, State	2006 - 2012
Type summary of job scope here.	
<b>Job Title (2008-2012)</b>	
<ul style="list-style-type: none"> <li>• Achievement #1</li> <li>• Achievement#2</li> <li>• Achievement#3</li> <li>• Achievement#4</li> <li>• Achievement#5</li> </ul>	

<b>Job Title (2006-2008)</b>
<ul style="list-style-type: none"> <li>• Achievement#1</li> <li>• Achievement#2</li> <li>• Achievement#3</li> <li>• Achievement#4</li> <li>• Achievement#5</li> </ul>

**Commented [MD1]:** Throughout the document, you should only use 2-3 font sizes and limit yourself to using ONLY ONE font (Arial or Times New Roman) Your name should be 14-16 pt. font size, centered, and bold.

**Commented [MD2]:** Add bold line under your name but above contact info by highlighting your name, going into the "Paragraph Settings", clicking on the square icon with outlines around it, and choosing "Borders and Shading" from the bottom of the dropdown menu. Once in the menu, under "Setting", pick "Custom". Select the 9<sup>th</sup> or 10<sup>th</sup> option, depending where you want the skinny line (top or bottom). Then make sure only the bottom line is selected on the "Preview" grid to the right. "Paragraph" should be chosen in the "Apply to:" dropdown box. Hit "OK". Then highlight your name and click on the the square icon with outlines around it to put in your customized line.

**Commented [MD3]:** Smaller pt. font size (10-11); get to fit on one line. Use 3 columns to make centered. Make sure to use your vanity URL for LinkedIn.

**Commented [MD4]:** Bold, ALL CAPS; you will use this style and font size 12 for all Section Titles throughout the document.

**Commented [MD5]:** Font size for all main text in summary, core competencies, bullets, etc. should be the same as your contact information (10-11 pt.).

**Commented [MD6]:** Insert "Core Competencies" Bullet Table with 12 bullets that depict your strengths. Refer to the handout from class 2 for help. Industries with required hard skills may want to put those here or add them in a list under Core Competencies or toward the bottom of the document.

**Commented [MD7]:** Company Name – Bold, ALL CAPS, Left Aligned  
Region, City, State – Same font as rest of document, Left Aligned

**Commented [MD8]:** Should be 2-4 sentences - like a mini elevator pitch for that position.

**Commented [MD9]:** Add solid achievements here. Try not to repeat leading action verbs. Use the STAR Technique to expound. Make sure some bullets have quantifiable

**Commented [MD10]:** Should be 2-4 sentences - like a mini elevator pitch for that position.

**Commented [MD11]:** Add solid achievements here. Try not to repeat leading action verbs. Use the STAR Technique

**Commented [MD12]:** Add solid achievements here. Try not to repeat leading action verbs. Use the STAR Technique to expound. Make sure some bullets have quantifiable

**Commented [MD13]:** For a company where you were promoted, list most recent job title first with years in



**Job Title (2005-2006)**  
Summary of duties and successes.

**ADDITIONAL EXPERIENCE**

**COMPANY**

Job Title

Short description of the work you did and achievements, if pertinent to the position to which you are applying; if not, company and title is enough information.

**COMPANY**

Job Title

**COMPANY**

Job Title

**EDUCATION & LICENSES/CERTIFICATIONS**

**School, City, State**

Degree Granted (or Coursework in), [insert major/minor/field of study/certificate program]

**School, City, State**

Degree Granted (or Coursework in), [insert major/minor/field of study/certificate program]

Presently holding [add type of licenses/certificates].  
Formerly held [add type of licenses/certificates].

**COMPUTER SKILLS**

List computer skills here.

**COMMUNITY INVOLVEMENT & VOLUNTEERISM**

**Name of Organization**

Position held/activity supported

**Name of Organization**

Position held/activity supported

Your Name | 1.234.567.8910 | [yourname@gmail.com](mailto:yourname@gmail.com)

Page 2

**Commented [MD14]:** For positions held for a short period of time, you can enter a short overview of that job including the duties and successes you had without fleshing out full bullets. 2-4 sentences is adequate.

**Commented [MD15]:** This section is for experience more than 12-15 years in the past.

**Commented [MD16]:** 1-2 sentences is enough. You would write something here if you want to show a transferrable skill set you haven't discussed earlier or if you are trying to peak interest/make a mutual connection.

**Commented [MD17]:** If you haven't graduated or earned certification yet, put in "Anticipated DATE". Only include dates for very recent degrees/programs to show your commitment to staying current in the field.

**Commented [MD18]:** This section can be a table or a list.

**Commented [MD19]:** If you are particularly proud of something you have done, feel free to add a blurb explaining your contribution with or without quantifiable details.



Page 1: [1] Commented [MD7] Maria Duchin 11/12/2018 4:14:00 PM

Company Name – **Bold**, ALL CAPS, Left Aligned  
Region, City, State – Same font as rest of document, Left Aligned  
Dates Worked at company – Start Year – End Year, Right Aligned

Page 1: [2] Commented [MD9] Maria Duchin 11/6/2019 10:29:00 AM

Add solid achievements here. Try not to repeat leading action verbs. Use the STAR Technique to expound. Make sure some bullets have quantifiable figures. Can be more or less than 5 bullets, based on the work you did and what you feel is important to share.

Page 1: [3] Commented [MD11] Maria Duchin 11/6/2019 10:29:00 AM

Add solid achievements here. Try not to repeat leading action verbs. Use the STAR Technique to expound. Make sure some bullets have quantifiable figures.

Page 1: [4] Commented [MD12] Maria Duchin 11/6/2019 10:29:00 AM

Add solid achievements here. Try not to repeat leading action verbs. Use the STAR Technique to expound. Make sure some bullets have quantifiable figures. Do your best to keep full bullets on the same page. It's okay to continue the same company or job on the next page, but keep full thought together.

Page 1: [5] Commented [MD13] Maria Duchin 11/6/2019 10:46:00 AM

For a company where you were promoted, list most recent job title first with years in parentheses or right-justified, whichever you prefer. Then put in your previous positions held underneath.