

Guidelines for creating your resume when applying for Anequim.

CONSIDERATIONS

Please make sure:

- Your resume is no longer than 2 pages.
- Don't include personal information such as Personal address, CURP, RFC, NSS.
- Your job experience section is in chronological order starting with the LATEST job.
- It is saved as PDF
- It is in English.
- It does not have any grammar or spelling errors

1. Start with your Profile



Dane Stanton

Outbound Customer Service Agent

NEW YORK, 10021, UNITED STATES

Profile

Experienced and driven Outbound Customer Service agent with a proven track record of helping to lead companies to further success with effective marketing and superb customer service skills. Possesses excellent communication skills, allowing for the cultivation of positive and mutually beneficial business relationships. A passion for providing top rated assistance to callers, while constantly striving to honor the mission of a company.

- It is always important to state your name, at least your preferred name, and your first last name.
- A picture is always nice to include on your resume as it gives a good impression to the recruiter. If you choose to add one, pick a recent photo.
- Create a brief summary of your skills, experiences, and goals. The resume profile is typically several sentences or a short paragraph that highlights an applicant's objectives and ambitions for his or her next job.



Tip: Your profile should be customized to match the qualifications the employer is seeking. Well-written resume profiles are concise yet informative.

2. Personal Details / Contact Info

The main information the recruiter is looking for is your email address, cellphone, and the city/state you are currently living in.

Do not include any personal information such as address, CURP, RFC, date of birth, marital status etc. That information would be requested in the Application form on our Website.

3. Employment History

The resume experience section provides detailed information about your employment history.

- List the companies you worked for chronologically, starting with the most recent job you held.
- For each company you have worked for, provide your title, the company's name and location, the years you were employed **including months**, and a short summary (best in bullet points) of your responsibilities and accomplishments.

■ Employment History

Outbound Customer Service Agent at AT&T, Los Angeles

August 2015 – July 2017

- Provided customers with quality assistance through phone calls, emails, and internet chats.
- Accurately verified information and updated information databases as necessary.
- Offered new services based on the needs of a customer.
- Discussed promotions, products, and anything pertaining to better and more satisfactory service for the customer.
- Showed a clear understanding of departments and their procedures.
- Redirected calls as needed and worked with my supervisor to address any outstanding issues or concerns.
- Continually sought to promote the mission and brand of AT&T by providing excellent customer service at any opportunity.

Outbound Customer Service Agent at Solar Express, Los Angeles

September 2013 – August 2015

- Developed sales campaigns and made calls to potential customers.
- Exuded friendliness, professionalism, and enthusiasm for the Solar Express mission.
- Developed a strong working knowledge of solar panels and equipment and the positive effective they can have on the energy costs of a home or business.
- Helped to achieve a 12% increase in sales for 2014.

Front Desk Associate at Solar Express, Los Angeles

August 2012 – August 2013

- Greeted customers and provided them with excellent assistance.
- Kept records, calendars, and company information accessible.
- Answered phone calls and provided callers with pertinent information and assistance.
- Built a strong working knowledge of the Solar Express mission.

4. Education Section

List all degrees and certifications here. Any honors or distinctions should be noted here as well. If you hold a degree higher than a Bachelor Degree, you may leave out your High School.

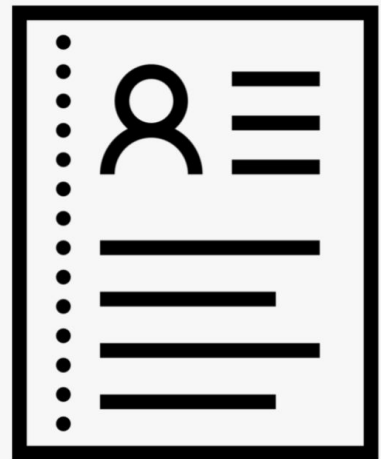
5. Skills Section

Include a number of impressive skills that your employer is looking for in a candidate. For example: a hiring manager looking for a Customer Service Representative is looking for a well-spoken individual with a strong knowledge of the company's mission, and excellent communication skills. Be sure to include job-specific skills if you know it.

Examples:

- Patience
- Excellent Communication Skills
- Wonderful Phone Etiquette
- Troubleshooting
- Sales and Marketing

Please note that resumes that don't comply with our requirements will not be considered.



Examples of the format and information order



TIMOTHY STUART
MARKETING ASSISTANT

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

CONTACT

512 Moore Street,
Indigo Valley, San Diego, California

timstuart@gmail.com

872-871-9271

/timstuart

EDUCATION

San Diego University
Bachelor in Marketing, 2018

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

T3 Monkeys, Marketing Assistant
JUN 2019 - JAN 2020

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage

World Mark, Marketing Assistant
JUN 2018 - JUN 2019

- Handled the company's online presence - regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients



CLAUDIA ALVES
MARKETING ANALYST

EXECUTIVE SUMMARY

I am a marketing professional seeking a full-time position in a dynamic company. I draw heavily on my experience in retail management and market research.

CAREER HISTORY

Marketing Specialist
FUSCHIA FEDORA, INC. | JULY 2016- PRESENT

- Develops and executes the company's social media strategy
- Conducts market research for new product lines
- Creates branding collaterals for various clients

Senior Brand Manager
MESSY MUSTACHE CO. | JUNE 2018-JUNE 2016

- Led successful launch events for over 10 new stores
- Handled visual merchandising projects for the company
- Spearheaded a viral social media campaign

SKILL SET & EXPERTISE

Retail Management

- Consulting (Sales and Marketing)
- Budget Control
- Visual Merchandising
- Account Management
- Brand Development
- Market Research

ACADEMIC BACKGROUND

University of Denka
BA IN MARKETING COMMUNICATIONS | JUNE 2010

- Graduated with honors (GPA: 3.76)
- Consistent Dean's Lister
- MarCom Queen, 2009
- Student Council Vice-President, 2010
- Member, Junior Marketers of Denka

Royal School of Design
CERTIFICATE IN RETAIL MANAGEMENT | JULY 2012

- Short course in retail and store management
- Included on-the-job training with 3 partner companies
- Completed coursework ahead of schedule

CONTACT INFORMATION:

Telephone: 123 456 7890
Email: helo@reallygreatsite.com
LinkedIn: @reallygreatsite
123 Anywhere St., Any City, State, Country 12345
www.reallygreatsite.com

PASSION PROJECTS

- Voice-overs: Self-esteem development for abused boys
- MarComBack: Annual learning conventions for practitioners in Marketing Communications

JACQUELINE THOMPSON
Law Student

ABOUT JACQUELINE

Jacqueline is a hardworking and dedicated third year law student with internship experience working at law firms and corporate legal departments.

SPECIALIZATION

Most of Jacqueline's experiences studying and working in law have been focused on publishing, copyright and intellectual property law and acquisition.

CONTACT INFO:

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www.reallygreatsite.com
LinkedIn: @reallygreatsite

REFERENCES:

Leonard Corwell
Professor of Law, Rowtier College
(123) 456-7890
helo@reallygreatsite.com

Melanie Tiu
Legal Consultant, Remy & Boyd Publishing
(123) 456-7890

PROFESSIONAL WORK

Summer Legal Intern
CHAVEZ & BRADLEY, LLC
MAY 2020 - PRESENT

- Assists with clients' cases
- Researches and compiles information pertinent to current cases
- Studies past cases and creates case studies for academic use

Legal Department Intern
REMY & BOYD PUBLISHING
OCTOBER 2019 - MAY 2020

- Reviewed contracts and other legal documents for authors and publisher
- Negotiated with junior agents
- Filed documents necessary for publishing rights

ACADEMIC BACKGROUND

Rowtier College
J.D. PROGRAM
EXPECTED GRADUATION: JUNE 2021

- President, Rowtier College Law Students Association
- Editor, Rowtier Law Beacon
- Teaching Assistant, Intro to Intellectual Property & Copyright Law

Rowtier College
B.A. ENGLISH LITERATURE
GRADUATED JUNE 2018

- Class of 2018 Salutatorian
- Editor-in-Chief, Rowtier College Student Newspaper
- Minor in Political Science
- English Department Student Assistant



BENJAMIN SHAH
ELEMENTARY TEACHER

INTRODUCTION

Hi there! I'm Benjamin and I love teaching all kinds of children. I've gotten to know my students and nurturing them to their fullest potential.

PROFESSIONAL SKILLS

- English Literature
- Grammar and Vocabulary
- Student Development
- Classroom Management
- Entrepreneurial Activities
- Lesson Plan Development
- Trained for First Aid

CONTACT DETAILS

Number: 123-456-7890
Email: helo@reallygreatsite.com
Website: www.reallygreatsite.com
Address: 123 Anywhere St., Any City, State, Country 12345

MY INTERESTS

- Reading and Writing Poetry
- Hiking and Snowboarding
- Mountain Climbing
- Skiing and Snowboarding
- Hill Climbing
- Jazz and Indie Music
- Part Time Babysitting
- Painting and Sketching

CAREER PROGRESSION

ELEMENTARY TEACHER

Sunny Rings Elementary School, 2012-Present

- Co-designed lesson plans for various classes
- Taught classes using modern teaching methods
- Fostered a supportive and encouraging classroom environment

SUBSTITUTE TEACHER

Greendale Elementary School, 2011-2012

- Substituted for English and Art classes
- Provided after school tutoring for students
- Taught English summer school classes for elementary students

ACADEMIC BACKGROUND

OULCASTER UNIVERSITY

MA in Education & Development (2010)

- Graduated with First Honors
- Published a paper entitled Education from a Behavioral Standpoint
- Successfully organized a state-funded teaching program

KIRMERE STATE COLLEGE

B.A. in English Literature (2007)

- Graduated with 1st Honors
- Awarded with Academic Excellence in English
- Member of the Kirmere Youth Education Charity
- Member of the Kirmere Book Club