

# NATASHA SMITH

Los Angeles, CA  
(888) 888-8888  
email@email.com  
linked in profile or website

PROFESSIONAL TITLE

## SUMMARY

Think about the resume summary as the written version of your elevator pitch. Who are you, what should someone know about your accomplishments, and why should they hire you? Use the summary section to connect the dots in your career.

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## SKILLS

- List program knowledge or skills you bring to this job.
- Microsoft Office? Including Word, Excel, PowerPoint
- Any Adobe Creative Suite programs?
- Google Analytics SEO?
- Content Management Systems (CMS)?
- Copywriting?

## EDUCATION & CREDENTIALS

BACHELOR OF SCIENCE/ART  
IN YOUR MAJOR

School, City  
Graduating Year

## EXPERIENCE

### TITLE

Company | Location  
Year- Year

- List key responsibilities and examples of projects/teams you led
- Spotlight specific, data-backed accomplishments such as "Grew TK business line TK% in TK time span"
- Use this space to describe how you helped the company overall: Did you stick to budget, grow site traffic, or increase client renewal rates? Brag about the good stuff here

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