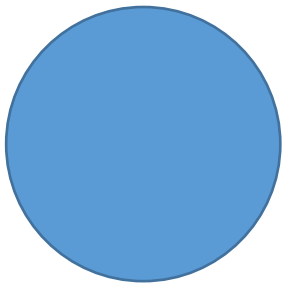


# VINCE BLUMBERG

MULTIDISCIPLINARY DESIGNER



## BIOGRAPHY

Use this area to quickly sell yourself and prove that your awesome skills and achievements can truly help the company you're applying to. If you have specific numbers or percentages to quantify any achievements, use them. This PROVES that you're awesome, instead of just saying so. Keep this section short and concise. It will be the first impression that you will make on the recruiter.

## SKILL

Management  
Budgeting  
Team Leadership  
Accountability  
Customer Service  
Creativity  
Improving Efficiency  
Project Planning  
Attention to Detail

## EDUCATION

### MASTER'S DEGREE

Business Administration  
Your University  
2007 – 2009

### BACHELOR OF SCIENCE

Business Management  
Your University  
2002 – 2006

## PROFESSIONAL EXPERIENCE

### POSITION TITLE HERE

*Company/Date Range*

Describe your achievements while in this position, and use action words like "managed" and "completed" instead of the passive "responsible for." Do not just list your job duties or copy your job description! What did you do in this position that could benefit the company you're applying to?

- List any accomplishments, skills you acquired, things you learned.
- Concentrate on really selling yourself and proving to your future employer how valuable you are as an employee.
- If you have specific numbers to quantify any accomplishments, use them! Numbers are key. You might have to do a little math to get numbers or percentages that really show how great you are.

### POSITION TITLE HERE

*Company/Date Range*

You can also list any challenges you faced in the position and what you did to overcome them. Make sure anything you write here is applicable to your prospective job. Be sure to use job-specific keywords to catch your future employer's eye, and to get chosen by application tracking systems.

- Re-read the job listing that you are applying for to help you pick out key skills/duties that are relevant.
- Bullet points ensure that your key achievements will be seen. You do not need to use complete sentences. Keep it short and concise.
- If the job you held is unrelated to the field you are applying for, list the relevant skills or experience you gained from the situation to make it apply to your future dream job.

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## SOFT SKILL

Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Microsoft Excel  
Microsoft Access  
CAD Software

## EXPERTISE

Social Media  
Project Management  
Problem Solving  
Speech Recognition  
Team Work  
Problem Sensitivity

## AWARD

### WEB DESIGN AWARD

Dhcdh cfvbcvvhbd xsbxshbx  
Xsxbdshxhc zxjb xh sx

### WEB DESIGN AWARD

Dcidcju c fcfn. Xsxhbsxb sx s  
Dchbdhxb xshx bsxbsx

### WEB DESIGN AWARD

Xjsxsiux fvfvdcd zsasjw  
Cfdcjcdudh xsxj

## EXPERIENCE CONTINUED

### POSITION TITLE HERE

*Company/Date Range*

Describe your achievements while in this position, and use action words like “managed” and “completed” instead of the passive “responsible for.” Do not just list your job duties or copy your job description! What did you do in this position that could benefit the company you’re applying to?

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## ACHIEVEMENTS

- Any job related achievements should go in the Experience section of your resume.
- This section is completely optional; only use it if you have awesome awards to show off or any achievements that would be relevant to the job you’re applying for that might not fit anywhere else on your resume.
- Be sure to include any professional awards or anything else that you are proud of. You can even include college achievements if they are relevant to the job you are applying for.

# VINCE BLUMBERG

MULTIDISCIPLINARY DESIGNER

## CONTACT

 Your address, Street, City

 +621234567890

 yourmail@mail.com

 www.web.com

March 31 , 2020

*Bob Jones*  
*Hiring Manager*  
*Name of Company*

Dear Mr. Vince (or Dear Hiring Manager):

Cover letters are not necessary unless the job posting specifically asks for them. Most cover letters will go unread. However, if you feel like a cover letter will enhance your chances, go for it! The #1 rule about cover letters is this: if you're going to include a cover letter, it better be AMAZING. Here are a few ways you can make your cover letter truly awesome:

Keep it short and sweet. Flatter the company you're applying to. Show the hiring manager that you did your research and have been following the company: compliment them on a recent accomplishment. Then, if possible, relate that accomplishment to your experiences or your own accomplishments to show that you truly would be an asset to the company. If you have been recommended for the job by any mutual contacts, be sure to say so.

Or, write a pain letter. Show the hiring manager that you feel their pain on a certain issue and that you can help them. Do yourself a favor and Google "pain letter." There are a few articles on the topic on Forbes.com by Liz Ryan that are simply amazing. Don't forget, your resume and cover letter should be focusing on what YOU can do for the company. Keep them in mind at all times and cater to their needs, wants and desires if you want to get yourself hired. Good luck! Don't hesitate to email me if you have any questions whatsoever.

Sincerely,

**Vince Blumberg**

# VINCE BLUMBERG

MULTIDISCIPLINARY DESIGNER

## CONTACT

 Your address, Street, City

 +621234567890

 yourmail@mail.com

 www.web.com

## REFERENCE



**Patrick Rickman**

Reference's Position

*Mt. Baker Middle School*

C: 523.123.456

E: patrickrickman@yahoo.com



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