




FULL NAME


RESUME TITLE (HEADLINE)

CONTACT

 123-456-7890

 Professional email address@gmail

 LinkedIn

 City + Prefecture + Country

SOFT SKILLS

Communication: Public Speaking, Negotiating

Problem-solving: Analyzing, Troubleshooting

Organizational: Collaboration, Delegation

Teamwork: Conflict-resolution, Influencing

Interpersonal: Adaptability, Creativity

HARD SKILLS

Computer skills (MS Office, Spreadsheet)

Marketing skills (Research, Data Mining)

Presentation skills (Slideshow, Reporting)

Writing skills (Content Management, SNS)

LANGUAGE

Language (Native/bilingual Proficiency)

Language (Full Professional Proficiency)

Language (Limited Working Proficiency)

Language (Elementary Proficiency)

EXTRACURRICULAR

Volunteering

Sports/Club/Organization

Peer Tutoring

Fundraising

Note: Do NOT make the font size smaller than 10 for bodies. and for the header you can go up to size 14

OBJECTIVE

To write a resume objective, starts with who you are, write your strong trait add 2-3 key skills you have, describe your professional goals and say what you hope to do for the company. State the position you are applying and the company name. keep it short, 4-5 sentences or less than 70 words. Do **NOT** make the font size smaller than 10, you can go between size 10 to 12. Common template: **[strong character trait] + [your degree] + [your experience]. Looking/searching for [position] + [company name] + [what skills you have and useful for the company].**

EDUCATION

Degree Expected graduation date

Institution Name

Your GPA (If exceed 3.5 or needed by the company)

Relevant Coursework

List coursework that relevant with the job position you are applying.
Ex: Tourism Economics, Resource Management, Destination Marketing & Management, International Marketing, Product Development, Auditing, International Finance, Human Resource Management, Marketing Research.

Academic Achievement

Ex: JASSO Honors, Beta Gamma Sigma, Business Case Competition, etc.,

EXPERIENCE

Company Name Period of employment

Company Address

Job Position (Intern/Volunteer/Part-time)

- Job Description / Job responsibilities (3-5 bullet points per job)
- Put ONLY the RELEVANT experience to the position you are applying
- Focus on describing your achievement, not just job responsibilities
- Add a "Key Achievement" subsection
- For entry-level, includes internships, volunteer, freelancing & part-time

Amazon Japan July-August

Tokyo, Japan

Marketing Intern

Job Responsibilities

- Contributed to organizing an event for our tech client, merging online streaming and offline presentations for 205+ audiences.
- Assisted in managing an online presence of the event on 5 social media outlets (Facebook, Instagram, LinkedIn, TikTok, Apple Podcast)
- Wrote pre- and post-event blog posts to build engagement around the event, reaching 300+ views.

Key Achievements

- Created a viral Instagram post that got 200+ likes and grew the client's followership by 250% in a week