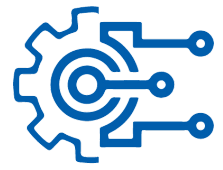


RESUME



**BLACKSTONE
VALLEY HUB**
For Workforce Development

CONTACT INFO

- email@youraddress.com
- Best Contact Number
- Portfolio Link
- Professional Social Media handle
- City, State

IDENTIFY WHAT MATTERS

KNOW YOUR AUDIENCE.

HOW TO DETERMINE RELEVANCE?

SKILL SETS

Skills that would be helpful to your new employer. Examples:

- Computer Competencies (Google Suite, Excel, Social Media)
- Public Speaking
- Research
- Math
- Bilingual
- Graphic Design (include link to portfolio)
- Organization
- Language Flunky/Bi-Lingual

EXPERIENCE

- Employment Experience
- Volunteer Experience
- Internship or Capstone Experience
- Life Experience
- Do you have any hobbies or belong to any clubs/organizations that are relevant?
- Project-Based Accomplishments

EXPERIENCE WITH MEASURABLE OUTCOMES

WHAT IS A MEASURABLE OUTCOME?

HOW DO YOU IDENTIFY THEM?

ACHIEVEMENTS & RECOGNITIONS

- Which achievements are RELEVANT?
- Do you have any academic achievements (Honor roll, other awards)?
- Learning Certificates
- Do you participate in any volunteer or community recognitions? If so, please list them here.

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