



Requisitos Anequim para crear un currículum exitoso

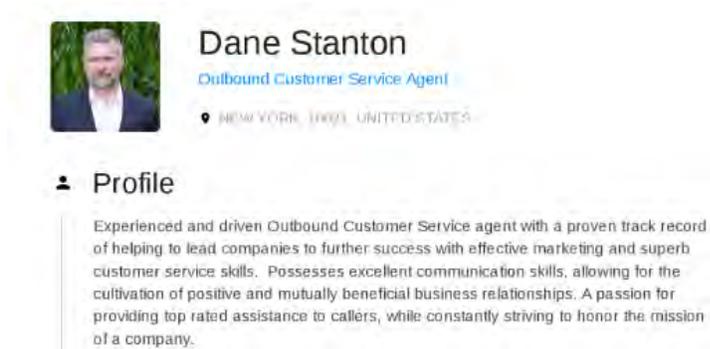
Para poder ser considerado como candidato en Anequim, es indispensable que tu currículum cumpla con las siguientes características:

- Traducido a **inglés**
- 2 páginas** como máximo
- Archivo en **formato PDF**

Asegúrate también de que incluya cada una de las siguientes secciones:

1. 😊 **Tu perfil personal**

- Nombre completo
- Una fotografía si así lo deseas. De incluirla, es importante que sea una foto reciente.
- Un breve párrafo que hable de tus habilidades, experiencia, así como de tus ambiciones y objetivos para tu próximo empleo.



2. ✉ **Información de contacto**

- Dirección de correo electrónico
- Teléfono celular
- Ciudad y estado en el que vives actualmente.
*No incluyas ninguna otra información personal como dirección, CURP, RFC, estado civil, etc.

3. 📁 **Historial de empleo**

Información detallada sobre tu historial laboral, en orden cronológico, **comenzando con el trabajo más reciente.**

Para cada empresa para la que hayas trabajado, proporciona:

- Cargo
- Nombre y ubicación de la empresa
- Fechas de inicio y terminación - Debe incluir mes y año
- Un breve resumen de tus responsabilidades y logros

■ 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 129% 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. Sección de educación

Enumera todos los títulos y certificaciones aquí. Si tienes un título superior a una licenciatura, puedes omitir tu escuela preparatoria (bachillerato).

5. Sección de habilidades

Incluye todas las habilidades que tengas por las que consideres que eres un gran candidato específicamente para el puesto que solicitas.

TEN EN CUENTA QUE NO SE CONSIDERARÁN LOS CURRÍCULUMS QUE NO CUMPLAN CON TODOS NUESTROS REQUISITOS.

A continuación algunos ejemplos:



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

13 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.

SKILL SET & EXPERTISE

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

CONTACT INFORMATION:

Telephone: 323 456 7890
 Email: benjamin@mygreatsite.com
 12345678, mygreatsite.com
 223 Anywhere St., Any City, State, Country 12345
 www.mygreatsite.com

CAREER HISTORY

Marketing Specialist
 FUSION, FUSION, INC. | JULY 2016 - PRESENT

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

Senior Brand Manager
 MEXDY MUSTACHE CO. | JUNE 2018 - JUNE 2018

- Led successful launch efforts for over 26 new stores
- Handled visual merchandising projects for the company
- Spearheaded a viral social media campaign

ACADEMIC BACKGROUND

University of Denka
 BA IN MARKETING COMMUNICATIONS | JULY 2010

- Graduated with honors (GPA: 3.70)
- Completed Dean's List
- Major: Core Equival. 2009
- Student Council Vice President, 2009
- Member, Justice Ministers of Denka

Royal School of Design
 CERTIFICATE IN RETAIL MANAGEMENT | JULY 2012

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

PASSION PROJECTS

- Volunteer: Self-esteem development for abused boys
- Mentorship: Annual mentoring convention for practitioners in marketing communication

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:

323 456 7890
 123 Anywhere Street, Any City, State, Country 12345
benjamin@mygreatsite.com
 www.mygreatsite.com
 LinkedIn: [benjamin@mygreatsite.com](#)

REFERENCES:

Leonard Cowell
 Professor of Law, Rowler College
 (323) 456-7890
benjamin@mygreatsite.com

Melanie Tiu
 Legal Consultant, Remy & Boyd Publishing
 (323) 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 publishers
- Negotiated with junior agents
- Filed documents necessary for publishing rights

ACADEMIC BACKGROUND

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

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

Rowler College
 B.A. ENGLISH LITERATURE
 GRADUATED JUNE 2018

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



BENJAMIN SHAH
ELEMENTARY TEACHER

INTRODUCTION

I'm proud to be Benjamin and I love teaching all kinds of children. I love getting to know my students and nurturing them to their fullest potential.

PROFESSIONAL SKILLS

English Literature
 Curriculum and Instruction
 Student Development
 Classroom Management
 Assessment and Evaluation
 Lesson Plan Development
 Trained for First Aid

CONTACT DETAILS

Number: (313) 456-7890
 Email: benjamin@mygreatsite.com
 Website: www.mygreatsite.com
 Address: 123 Anywhere St., Any City, State, Country 12345

CAREER PROGRESSION

ELEMENTARY TEACHER
 Sunny Kings Elementary School, 2019 - Present

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

SUBSTITUTE TEACHER
 Cloudville Elementary School, 2015-2017

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

ACADEMIC BACKGROUND

OLCASTER UNIVERSITY
 MA in Education & Development (2010)

- Graduated with First Honors
- Published a peer-reviewed Education from a Behavioral Standpoint
- Successfully supervised a state-funded teaching program

KIMBER STATE COLLEGE
 B.A. in English Literature (2007)

- Graduated with 3rd Honors
- Awarded with Academic Excellence in English
- Member of the Kimmer's Youth Education Club
- Member of the Kimmer Book Club

MY INTERESTS

Reading and Writing Poetry
 Mountain Climbing
 Being and Traveling
 Mail Delivery
 Art and Video Music
 Park Trail Hopping
 Fishing and Surfing