

# SECTIONS OF A RESUME

## 2. ABOUT ME



### Make it your own

Keep it simple and make it your own!



### Structure your paragraph

Below is a structure you can use for a simple About Me section.



### Too much text

Don't make it longer than 2-3 sentences.



### Too much detail

Try not to get stuck on details that might be irrelevant to a potential employer.



**Who you are** + **What you're seeking** + **What makes you unique**  
(your background) (job, domain, industry)

=

"I am Kim and I am seeking opportunities to work in a local small business. A year in my family's business gave me a keen eye for efficiency which I would love to apply in an exciting new environment."

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