Five Ways to build your resume and apply for the position that you want at FNF Foundation & affiliates.



 **First,** browse the four resume templates below and choose one and make it your own

 **Second,** Click the placeholders and replace the text or Lorem ipsum dummy texts with your own. Correct any typos.

FNF Foundation HQ

Our HQ is situated in East Orange, NJ

15-minute drive to New York City

careers@fnffoundation.org

fnf80670@gamil.com

**Firth,** if you already have a resume, attach a hardcopy to an email and send it via careers@fnffoundation.org or fnf80670@gamil.com

**Fourth,** go to our website under the careers tab, and click on the “Apply here Button.

**Third,** attach a copy of your resume to an email at careers@fnffoundation.org or fnff80670@gmail.com

**FNFF Affiliates Websites**

globalprojectconsultinggroup.com
africamarketplace.com
fnffoundation.org
fofananyei.com

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| CONTACTPhone icon 816-555-0146Bubble icon mira\_karlssonEmail icon karlsson@example.comGlobe icon www.example.com | PROFILELorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate. Lorem ipsum dolor sit amet, consectetuer. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet. |
| SKILLSLOREM IPSUM DOLORSIT AMETCONSECTETUERADIPISCINGSED DIAM NONUMMYNIBH EUISMOD TINCIDUNT | EXPERIENCELorem Ipsum20XX-20YYLorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.Dolor Sit Amet20XX-20YYLorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea.Consectetuer Adipiscing Elit20XX-20YYLorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. |
| EDUCATIONLorem Ipsum20XX-20YYLorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy.Dolor Sit Amet20XX-20YYNibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt laoreet dolore magna aliquam erat volutpat. |

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|  |
| --- |
| YOUR NAME SURNAMEASSISTANT MANAGER  |
| [Address] | [Phone] | [Email]  |
|  | Objective |  |
|  |
| EDUCATION — | EXPERIENCE |  |
|  |
|  | *[Dates From] – [To]*[Job Title] • [Job Position] • [Company Name] *[Dates From] – [To]*[Job Title] • [Job Position] • [Company Name] *[Dates From] – [To]*[Job Title] • [Job Position] • [Company Name] |
| KEY SKILLS — | COMMUNICATION  |  |
|  |
| MarketingProject ManagementBudget PlanningSocial MediaPlanning  |   |
|  | LEADERSHIP  |  |
|  |
|  | [Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity?You’re a natural leader—tell it like it is!] |
|  |  |
|  | REFERENCES |  |
|  |  |
| [Available upon request.] |

|  |
| --- |
| the **last name**Address · Phone**Email · LinkedIn Profile · Twitter/Blog/Portfolio** |
|  |

**Experience**

|  |
| --- |
| **Dates From – To****Job Title,** CompanyDescribe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |
| **Dates From – To****Job Title,** CompanyDescribe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |

**Education**

|  |
| --- |
| **Month Year****Degree Title,** SchoolIt’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too. |
| **Month Year****Degree Title,** SchoolIt’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too. |

**Skills**

|  |  |
| --- | --- |
| toList one of your strengths | List one of your strengthsList one of your strengthsList one of your strengths |

**Activities**

essential

|  |  |  |
| --- | --- | --- |
|  | Your Name Surname**assistant manager** |  |

|  |  |
| --- | --- |
|  |  |
| **Contact**[Address][City, ST ZIP Code][Phone][Email] | **Objective** |
| **Education** | **Experience***[Dates From] – [To]*[Job Title] • [Job Position] • [Company Name]*[Dates From] – [To]*[Job Title] • [Job Position] • [Company Name] *[Dates From] – [To]*[Job Title] • [Job Position] • [Company Name]  |
| **Key Skills**MarketingProject ManagementBudget Planning Social MediaPlanning | **Communication**Please don’t |
|  | **Leadership**[Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity?You’re a natural leader—tell it like it is!] |
|  | **References**[Available upon request.] |