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](mailto:careers@fnffoundation.org) or [fnf80670@gamil.com](mailto: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](mailto:careers@fnffoundation.org) or [fnff80670@gmail.com](mailto:fnff80670@gmail.com)

**FNFF Affiliates Websites**

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

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| CONTACT  Phone icon 816-555-0146  Bubble icon mira\_karlsson  Email icon karlsson@example.com  Globe icon www.example.com | PROFILE  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. 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. |
| SKILLS  LOREM IPSUM DOLOR  SIT AMET  CONSECTETUER  ADIPISCING  SED DIAM NONUMMY  NIBH EUISMOD TINCIDUNT | EXPERIENCE  Lorem Ipsum  20XX-20YY  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. 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 Amet  20XX-20YY  Lorem 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 Elit  20XX-20YY  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. 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. |
| EDUCATION  Lorem Ipsum  20XX-20YY  Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy.  Dolor Sit Amet  20XX-20YY  Nibh 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 SURNAME  ASSISTANT 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 |  |
|  |
| Marketing  Project Management  Budget Planning  Social Media  Planning |  | |
|  | 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,** Company  Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |
| **Dates From – To**  **Job Title,** Company  Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |

**Education**

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

**Skills**

|  |  |
| --- | --- |
| to  List one of your strengths | List one of your strengths  List one of your strengths  List 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**  Marketing  Project Management  Budget Planning  Social Media  Planning | **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.] |