

RESUME TEMPLATE



YOUR NAME

Address

| Email: sample@email.com | Phone: (XXX) XXX - XXX

| LinkedIn: linkedin.com/in/sample profile | Professional Website (Optional)

PROFESSIONAL SUMMARY

2-3 sentence (bullet points) that include your years of professional experience in specific industry, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

KEY SKILLS

• Skill • Skill • Skill • Skill • Skill • Skill

PROFESSIONAL EXPERIENCE

Title, Company Name | Start Date | End Date

(Action verb) + what you did (more detail) + outcome or quantified achievements

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EDUCATION

Degree Type, Major (if applicable) Month/Year of Completion

Institution Name

CERTIFICATIONS

AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

Award, recognition or volunteer work

Date

Award, recognition or volunteer work

Date

Before You Start, Read This

I want you to begin to think of your resume as an advertisement.

Not a diary for telling your life story.

You build your resume to sell one thing: You.

Every word, bullet, and line should be working to move you closer to one goal: getting the interview.

Recruiters don't read resumes.

They scan them.

Most give you less than 30 seconds before deciding yes or no.

That's why your resume must be:

Simple enough for ATS software to read without errors.

Strategic enough to match the exact skills the job description asks for.

Powerful enough to grab human attention instantly.

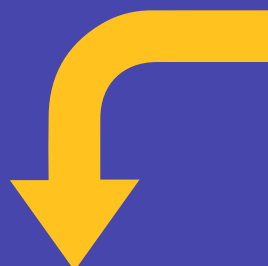
Follow the steps below, and you'll build a resume that does exactly that ... one that rises to the top of the pile and gets you in the room where the decisions are made.

How to Use This Template

Your resume must be ATS-friendly, easy to skim, and laser-focused on the role you want.

To achieve that, follow these steps exactly

Step-by-Step Guide (from top to bottom)



Step 1: Your Name

Use your real names. **First + Last, or First + Middle + Last.**

No nicknames, no abbreviations (unless they're part of your professional identity).

Step 2: Address

Your address should be your area and state if same country. But if not you have to include both area, state and country If applying locally: City/Area + State.

Step 3: Contact Information

Email | Phone | LinkedIn

Make sure you triple-check for typos.

A single wrong digit or letter can cost you the opportunity.

Might sound inconsequential but I've seen several situations where people send in their resumes and they're a good fit for the job.

But we can't get in contact with them because their details are incorrect.

Make LinkedIn, email, and website clickable links for easy recruiter access.

Step 4: Professional Summary

Share a mini story about a problem you've solved in your industry and, a snapshot of why you're a great fit for the role you're applying for.

Usually 3–4 high-impact bullet points showing:

- ◆ **Your industry expertise.**
- ◆ **Key achievements.**
- ◆ **Why you're the right fit for this specific role.**

Note: the professional summary is a rundown of the experiences and skills you have around the role, so from all your experiences you look for the ones that are most relevant to what you're applying for (in terms of accomplishment and tools used) and feature that in the professional summary section.

Build it last (after you've listed your skills and experiences) so you can pull the most relevant points forward.
Write it so a recruiter instantly says, **"This is the person we need."**

Step 5: Key Skills

Simply list **4–7 skills** directly related to the role.

Put the most important first.

Avoid generic "soft skills" unless the job description demands them

Step 6: Professional Experience

This is the section recruiters and hiring managers pay attention to the most.

List roles in reverse chronological order (most recent first).

For each role:

1. List in this format: Job Title, Company Name, Dates.
2. 4–7 bullet points for your most recent role; fewer for older roles.
3. Begin each bullet with a strong action verb (Improved, Led, Managed, Created, etc.).
4. Quantify results where possible: numbers, percentages, metrics, milestones revenue generated etc.
5. Use past tense for old jobs; present tense for your current role (In this case: IMPROVED becomes IMPROVING)
6. Your first role (the most recent) should have 5–7 bullet points, the next one should have 4 – 5, the next 3 – 4 (Keep reducing for as many bullets as you need but consider the reader's (recruiters) impatience.)
7. Avoid using 'I's in your bullets so as to avoid repetition and being too monotonous. For example: Improve bla bla bla not: I monitored bla bla bla
8. If no experience, use relevant projects, internships, or volunteer work.

Step 7: Education

List only relevant or notable qualifications.

Include Degree/Certification, Institution, and Year.

If you attended a prestigious institution, mention it. It can carry weight.

Step 8: Certifications & Awards

Certifications: Only list those that strengthen your candidacy for the role.

Awards/volunteer work: Optional, but include if they demonstrate relevant skills or leadership.

Step 9: Final ATS & Skim-Read Check

Avoid tables, graphics, and dense text blocks, keep formatting simple.

Keep resume to **1 page if possible, 2 pages max.**

Sprinkle job-specific keywords naturally throughout the document. For industry-specific tools, skills, and borrow from terms in job descriptions in your field.

Use clear section headings. I'm talking: Summary, Skills, Experience, Education and Certifications (if any)

Any other thing you're adding will only confuse the ATS and ruin your chances of securing that role you're going for.

Make bullet points short, punchy, and easy to scan.

The first 3 bullets in each section should grab attention immediately.