

John Smith

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WORK EXPERIENCE (your most impressive thing needs to be first, period – i.e., no vague summaries)

Company Name #1

Aug. 2023 – Present

Co-Founder

Remote

- Digital learning ecosystem offering complimentary and educational content accessed by students worldwide.
- Another line about the work that you did.
 - **Stack:** JavaScript (React); PHP (Laravel + Inertia); Linux (Ubuntu); NGINX; MySQL.

Company Name #2

Oct. 2017 – Jul. 2023

Job Title (can slightly rework titles based on what you're applying for – no one will find out or care)

City, ST

- Lead with a company overview to borrow validity from the company's numbers to anchor the screener on something super impressive. E.g., sales, market cap, Fortune 500 status, # of users, # of employees, \$ raised, etc.
- As [role], I [responsibilities that match the job description, including some high-level numbers if impressive].
 - **Key Results:** Use subbullets to list quantifiable key results for specific projects or responsibilities. E.g., revenue, cost savings, man hours saved, partners onboarded, customers/users, review rating, etc.
 - Sub-bullets are for more detail if needed, like KPIs, your tech stack, notable clients, or project examples.

Company Name #3

(you can remove months across the entire resume to better hide work gaps)

Month Year – Month Year

Job Title

City, ST (or just put "Remote")

- Core responsibility #1 / key results / high level summary. I like ending bullet points with periods vs without.
- Core responsibility #2. Don't feel the need to write too much about jobs from over 5 years in the past.

Company Where You Had 2 or More Roles

Month Year – Month Year

Most Recent Job Title | Month, Year – Present

City, ST

- If you've been promoted / have held multiple titles at one company, put dates in italics next to each title like so.
- Core responsibility #2. As the jobs get older in your timeline, they're less relevant and need fewer bullet points.

Prior Job Title | Month, Year – Month, Year

- Prior to my promotion to [recent title], I... [core responsibility #1]. Older job, less relevancy, 1 bullet is fine.

Company Name #5

Month Year – Month Year

Job Title

City, ST

- Core responsibility #1. For past jobs with zero or little relevance, save space by skipping any bullet points.

EDUCATION (for early-career candidates with less work experience, you can put this section first before WORK)

University Name

Graduation Month, Year

Degree (e.g., Bachelor of Science), Major (e.g., Computer Science)

City, ST

- **GPA: 3.X/4.0** (list only if GPA is over 3.3); *Sigma Chi Lambda*; Economics Honors Society; Dean's List
- Any other fun stuff like a minor, varsity sports, fraternity/sorority, or something that gives you a little color.

CERTIFICATIONS, SKILLS & INTERESTS (can put Skills / Certifications first if transitioning your career)

- **Certifications:** If you have relevant ones; otherwise, delete this bullet + delete "CERTIFICATIONS" above.
- **Technologies:** If you have a lot of hard skills vs soft skills, you can break them out into two different bullets.
- **Skills** (plug in your own and rearrange depending on role): Strategic Planning; Brand Marketing; Copywriting; Hiring
- **Interests** (make it them or you as human): Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; *Soyfalf*

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Resume Template Last 90 Days Tutorial

Michael Seilmaier



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Table of Contents Resume Template Last 90 Days Tutorial

1. Understanding the eBook Resume Template Last 90 Days Tutorial
 - The Rise of Digital Reading Resume Template Last 90 Days Tutorial
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Last 90 Days Tutorial
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Last 90 Days Tutorial
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Last 90 Days Tutorial
 - Personalized Recommendations
 - Resume Template Last 90 Days Tutorial User Reviews and Ratings
 - Resume Template Last 90 Days Tutorial and Bestseller Lists

5. Accessing Resume Template Last 90 Days Tutorial Free and Paid eBooks
 - Resume Template Last 90 Days Tutorial Public Domain eBooks
 - Resume Template Last 90 Days Tutorial eBook Subscription Services
 - Resume Template Last 90 Days Tutorial Budget-Friendly Options
6. Navigating Resume Template Last 90 Days Tutorial eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Last 90 Days Tutorial Compatibility with Devices
 - Resume Template Last 90 Days Tutorial Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Last 90 Days Tutorial
 - Highlighting and Note-Taking Resume Template Last 90 Days Tutorial
 - Interactive Elements Resume Template Last 90 Days Tutorial
8. Staying Engaged with Resume Template Last 90 Days Tutorial
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Last 90 Days Tutorial
9. Balancing eBooks and Physical Books Resume Template Last 90 Days Tutorial
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Last 90 Days Tutorial
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Last 90 Days Tutorial
 - Setting Reading Goals Resume Template Last 90 Days Tutorial
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Last 90 Days Tutorial
 - Fact-Checking eBook Content of Resume Template Last 90 Days Tutorial
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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