

# 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; *Soyfild*

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# Resume Template Weekly Ad Guide

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## **Table of Contents Resume Template Weekly Ad Guide**

1. Understanding the eBook Resume Template Weekly Ad Guide
  - The Rise of Digital Reading Resume Template Weekly Ad Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Weekly Ad Guide
  - 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 Weekly Ad Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Weekly Ad Guide
  - Personalized Recommendations
  - Resume Template Weekly Ad Guide User Reviews and Ratings
  - Resume Template Weekly Ad Guide and Bestseller Lists
5. Accessing Resume Template Weekly Ad Guide Free and Paid eBooks

- Resume Template Weekly Ad Guide Public Domain eBooks
  - Resume Template Weekly Ad Guide eBook Subscription Services
  - Resume Template Weekly Ad Guide Budget-Friendly Options
6. Navigating Resume Template Weekly Ad Guide eBook Formats
    - ePub, PDF, MOBI, and More
    - Resume Template Weekly Ad Guide Compatibility with Devices
    - Resume Template Weekly Ad Guide Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Resume Template Weekly Ad Guide
    - Highlighting and Note-Taking Resume Template Weekly Ad Guide
    - Interactive Elements Resume Template Weekly Ad Guide
  8. Staying Engaged with Resume Template Weekly Ad Guide
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Resume Template Weekly Ad Guide
  9. Balancing eBooks and Physical Books Resume Template Weekly Ad Guide
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Resume Template Weekly Ad Guide
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Resume Template Weekly Ad Guide
    - Setting Reading Goals Resume Template Weekly Ad Guide
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Resume Template Weekly Ad Guide
    - Fact-Checking eBook Content of Resume Template Weekly Ad Guide
    - 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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web the sample ceo recommendation letter shown above is a versatile printable letter template that can be used to propose the hiring or admission of any person to a company organization or institution