John Smith

john.smith@gmail.com | (123) 456-7890 | San Diego, CA | **Portfolio / GitHub link**

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 tweak 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 3.5); *Summa Cum Laude*; 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** *(makes them see you as human)*: Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*

Resume Template Last 90 Days Tutorial

James Michael Stewart,Ed Tittel,Mike Chapple

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