

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
Recent

Co-Founder

- 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
City, ST

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

- 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); *Sorority/Cos. Leadership*; 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 bullet.
- **Skills** (plug in your own and rearrange depending on role): Strategic Planning; Brand Marketing; Copywriting; Hiring
- **Interests** (make sure these are just as fun): Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; Seinfeld

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Resume Template Last 90 Days Customer Service

BM King

Resume Template Last 90 Days Customer Service:

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Federal Register ,1980-02-08 **The Software Encyclopedia** ,1997 **Foreign Service Journal** ,1990

Computerworld ,1972-11-15 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network

Artist's Market '87 Conner Susan,1986-10 Freelance artists looking for new marketing opportunities will find listings of 2500 buyers of all types of graphic art and in depth information on each listing Illustrated **Artist's Market** ,1991

Department of Defense Authorization for Appropriations for Fiscal Year 2008 United States. Congress. Senate. Committee on Armed Services,2008 **The Medical Times and Gazette** ,1884 [Annual National Conference](#) National Society of Minorities in Hospitality,2004 **Federal Times** ,1974-03 *Florida Administrative Weekly* ,1992 **Oregon**

Administrative Rules ,1997 **Weekly Television Digest with Consumer Electronics** ,1977 *Automotive News* ,2008
Michigan Municipal Review ,1995 **How to Form a Limited Liability Company** Margaret C. Jasper,2007 Taxation
issues Dissolving the LLC **The Industry Standard** ,2000-04

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