

# 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 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** *(make it them or you as human):* 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:**

**Keys to Terrific Customer Service (paperback)** Laurence Hatch, 2008-09-14 Keys to Terrific Customer Service is not just a motivational book like hundreds of other customer service books on the market It is a serious textbook that analyzes all aspects of customer satisfaction trends in modern high tech service delivery and new concepts of measuring customer wants and needs KTTCS is an ideal inspirational resource for any small business owner customer service manager quality assurance specialist service process planner customer relations supervisor or business consultant Over 165 topics are covered in remarkable detail with clear examples and action plans *Cyberspace Resume Kit* Mary B. Nemnich, Fred Edmund Jandt, 1999 A guide to putting a resume online that shows how to take advantage of state of the art Internet features that have revolutionized job searching The authors show how to incorporate numerous elements into HTML resumes including graphics color and links Also included are evaluations of 80 plus Internet resume sites interviews with industry insiders on the most effective ways to produce and use cyberspace resumes and how to register a Web resume Annotation copyrighted by Book News Inc Portland OR [Design Income That Grows Without You. Automate What Matters, Scale What Works](#) Ahmed Musa , 2025-05-30 Still trading hours for dollars It s time to break free Design Income That Grows Without You is the ultimate playbook for entrepreneurs and creators ready to build a business that earns even when you re not working This isn t about get rich quick schemes or empty promises It s about smart automation laser focused scaling and building systems that run themselves while your bank balance climbs Inside you ll learn How to identify the parts of your business that really move the needle The art of automating repetitive tasks without losing quality or control Scaling proven strategies so your income multiplies not your workload Building reliable funnels workflows and processes that keep customers coming Real life success stories of entrepreneurs who built income machines on autopilot Stop hustling endlessly Start working smarter If you want your income to grow while you sleep travel or focus on what matters most this book shows you how to design a business that works for you not the other way around Automate what matters Scale what works Live free

**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 2 500 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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