SEAN HACKETT

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PROFILE

Write 2-4 short sentences, summarizing your qualifications, core competencies, and most in-demand skills. If you are an entry-level candidate, use the last sentence to express your career goals or role expectations. If you're an experienced applicant, mention some of your "bragging rights" — a recent achievement, industry accolade, certification, etc.

Check our post for resume & CV summary examples.

SKILLS

- Check the "Candidate Requirements" section of the job ad
- Highlight overlapping skills – hard, soft, and technical
- Feature some of them in this section and include the rest in your CV copy
- Only highlight skills that are relevant to the job

WORK EXPERIENCE

Position (Jun 2022 - Current)

Company - Company City, Company State

- List your most recent (current) role first.
- Include your key duties and some accomplishment(s) in 3-4 bullet points
- Use "keywords" appearing in the job ad to describe your duties.
- Write in present tense if you are still employed.

Position (Feb 2018 - May 2022)

Company - Company City, Company State

- Write in the past tense to describe your main line of work.
- Use strong verbs to communicate your duties and responsibilities with impact.
- Include a quantifiable accomplishment (e.g., Created a marketing campaign with led to a 25% YoY increase in sales)

Position (May 2010 - Feb 2018)

Company - Company City, Company State

- Write in "first-person assumed" to make your bullet points shorter.
- Use "power words" such as descriptive adjectives and strong verbs to better describe yourself.
- If you have changed careers, highlight your transferable skills — competencies that are relevant to the desired role.
- Don't go further than ten years. Skip through minor promotions or irrelevant entry-level jobs you held ages ago.

For extra tips, check our ultimate guide to writing an impactful resume.

EDUCATION

Degree: Field of Your Studies
School Name | The School Location (City and State)
Graduation Date