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### A logo of a couple of people Description automatically generated

### Name and contact information

[Full Name]  
[Job Title]  
[Residential Address]  
[Phone Number]  
[Email]  
[LinkedIn]

### Career objective

[Profession Name] with over [number of years] of experience in [industry/field]. I am known for my results-oriented approach and expertise in [Key Skill #1], [Key Skill #2], and [Key Skill #3]. I have a proven track record of delivering impactful results, including [Achievement #1, e.g., “Increased efficiency by X%”] and [Achievement #2, e.g., “Increased customer satisfaction by Y%”]. I am also a strong communicator, adaptable, and committed to continuous learning. I seek to bring a combination of experience and enthusiasm to [target company] to support their goals and contribute to the achievement of impactful results.

### Work experience

Job Title, Company Name, Location (Month and Year - Month and Year)

* Accomplishment/Responsibility: Start with a strong action verb such as developed or led to describe your responsibilities and accomplishments.
* Achievement/Responsibility: Provide specific metrics or examples to measure your successes (e.g., “Increased sales by 20% by…”).
* Accomplishment/Responsibility: Customize this section using keywords from the job description.

### Education

Degree, Institution Name, Location (Month and Year - Month and Year)

* Specialization: Identify your major and minor areas of study.
* Achievements: List any distinctions, distinctions, or honors (if any).
* Related Projects: List any projects that apply to the job.

### Skills

* **Technical Competencies** : List the software, tools, or technologies you are proficient in that are relevant to the job.
* **Soft Skills** : A list of skills such as communication, teamwork, problem solving, etc.

### Languages

Language name with proficiency level (beginner, intermediate, advanced, fluent, native).

### Certifications and additional training

Name of certificate, organization (month and year)

* Briefly describe how this certification relates to the job.

### Volunteer work (optional)

Organization name, role, location (month and year - month and year)

* A brief description of your duties and any notable accomplishments.

### Hobbies and interests (optional)

Briefly list any hobbies or interests that positively reflect your personal skills or are relevant to the job.

### Professional References (Optional)

Write “References available upon request.” Or list the reference along with name, job title, company, and contact information.

“Creating an ATS resume is your first step toward standing out in the digital hiring landscape, so make every word count.”