

Jackie Romano

Application Job Title • City, State Zip • (555) 555-1234
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Add a strong resume summary here that highlights what it is you do, the types of companies you've worked with, and why you're great at your job. Experience levels, specializations, strengths, etc.

SKILLS

List skills that are important to highlight for your desired positing and industry, you can list the name of the skill with commas in between.

WORK EXPERIENCE

Company 4, Location

Job Title

MM/YYYY-Present

Tailor your experience sections to the job description. Don't use up too much of your space detailing daily duties that aren't relevant to the job for which you're applying. Study the job listing to figure out what's most important to the hiring manager. Use resume keywords and accomplishments that speak to your ability to execute.

Company 3, Location

Job Title

MM/YYYY-MM/YYYY

Work the hard skills and keywords found in the job description right into your resume. That said, simply listing the keywords isn't enough. Provide as much context as you can in this limited space to prove that you really do know your stuff. For example, if you mention a piece of software like Microsoft Excel, Adobe Photoshop, or AutoCAD, mention the types of projects it was used for.

Company 2, Location

Job Title

MM/YYYY-MM/YYYY

Recruiters like to be able to get an idea of why you move from company to company. Demonstrating your increasing impact and responsibility from job to job shows the recruiter that you're capable of taking on more and more and gives them an idea of where your career is heading.

Company 1, Location

Job Title

MM/YYYY-MM/YYYY

You don't need to include every job you've ever had on your resume. Stick to the jobs that are most relevant and demonstrate your career trajectory. For example, if you are a

Project Manager, you probably don't need to mention the supermarket job you had as a teenager or the bartending job you maintain on the weekends.

EDUCATION

Degree, Graduation Year (YYYY)

College Name, Location