|  |  |
| --- | --- |
| Hello, my name is Matt Zimmer and I’m looking for a software engineer position at your company Acme, Inc. | |
|  |  |
|  | |
| (0) 123456789 - matt@domain.com - 1145 Parkway Av, Melbourne | |
|  | |
| 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.* |
|  |  |
|  | |
| EXPERIENCE |  |
| Company Name | Current Position |
| Jun 2022 > Current | * *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.* |
|  | |
| Company Name | Position |
| Feb 2018 > May 2022 | * *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)* |
|  |  |
| Company Name | Position |
| May 2010 > Feb 2018 | * *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* |
|  |  |
|  | |
| EDUCATION |  |
| School Name | Degree: Field of Your Studies |
| Graduation Date | * *List all your education in reverse chronological order from the highest degree to the lowest. Don’t put GPA or Dean’s List honors unless you are a recent graduate.* |