**Jobby McJobface**

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**WORK EXPERIENCE** [or most impressive thing – that’s the rule, “most impressive thing first”]

**Sheets & Giggles Oct. 2017 – Present**

*Founder & CEO Denver, CO*

* S&G makes sustainable plant-based mattresses, sheets, & pillows from Eucalyptus Lyocell ([SheetsGiggles.com](https://sheetsgiggles.com/)).
* As Founder & CEO, I oversee our core strategies, product roadmap, ops, marketing, and fundraising.
  + Hundreds of thousands of units sold in first 5 years of operation with a 4.8 star average rating.
  + Sub-bullets are for more detail if needed, like key performance stats or a portfolio / website link.
* Core responsibility #3. Pretend this is where they stop reading your resume. Whether Work or Education is your top section, the first 3 things they see better be your most impressive stuff, period.
* Core responsibility #4. Bullets #1 and #2 are for high-level descriptions of the company and/or your role.

**Company Name Month Year – Month Year**

*Job Title City, ST*

* Core responsibility #1.
* Core responsibility #2.
* Core responsibility #3.

**Company Name Month Year – Month Year**

*Job Title City, ST*

* Core responsibility #1.
* Core responsibility #2. Older job, less relevancy, fewer bullet points.

**Company Name Month Year – Month Year**

*Job Title City, ST*

* Core responsibility #1. Old job, little relevancy, one bullet point.

**Company Name Month Year – Month Year**

*Job Title City, ST*

* Core responsibility #1. Even older job, little relevancy, you may want to save space and skip any bullet points.

**EDUCATION** [can go up top above Work Experience if you’re a new grad or making a career switch]

**University Name Graduation Month, Year**

*Degree (e.g., BS), Majors (e.g., Computer Science) City, ST*

* List your honors like *summa cum laude* or Economics Honors Society; 3.X/4.0 GPA (list only if GPA is over 3.3)
* Studied abroad in City, Country during spring/fall 20YYsemester (University Name)
* Any other fun stuff like varsity sports, fraternity/sorority, or something that gives you a little color

**CERTIFICATIONS, SKILLS & INTERESTS**

* **Certifications:** If you have relevant ones; otherwise delete this bullet point + “**CERTIFICATIONS**” above
* **Skills** *(plug in your own)***:** Strategic planning; recruiting; revenue modeling & forecasting; retail partnerships, sales, & distro; contract negotiations; Amazon marketing; channel marketing; crowdfunding; DTC marketing; copywriting; logistics
* **Interests** *(make your own)***:** Puns; sleeping; sustainability; politics; yoga; traveling; fishing; Reddit; beer; Seinfeld