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[Portfolio /GitHub link](#)

WORK EXPERIENCE (your most impressive thing needs to be first, period – i.e., no vague summaries)

Sheets & Giggles

Oct. 2017 - Present

Founder & CEO

Denver, CO

- S&G makes sustainable plant-based sheets, mattresses, & pillows from Eucalyptus Lyocell ([SheetsGiggles.com](#)).
- As Founder & CEO, I oversee our core strategies, product roadmap, ops, marketing, and fundraising.
 - o Hundreds of thousands of units sold in first 6 years of operation with a 4.8-star average rating.
 - o 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. You've got 10 seconds. Use them.
- Core responsibility #4. (Bullets #1 and #2 can be high-level descriptions of the company and/or your role.)
- Any other items, like tech stacks used, platforms or software you're competent in, or more color.

Company Name

Month Year -

Month Year

Job Title

City, ST (or just

put Remote if remote)

- Core responsibility #1 / key results / high level summary.
 - o **Key Result:** can also be listed like this as a sub-bullet point to really highlight it.
 - o **Don't bold everything all over your resume:** "When everyone is super, no one will be."
- Core responsibility #2. As your most recent past experience, you can build out a few bullet points here.
- Core responsibility #3. Don't feel the need to write too much about jobs from over 5 years in the past.

Company Name

Month Year -

Month Year

Current Job Title | Month, Year - Present

City, ST

- If you've been promoted / have held multiple titles at one company, put dates in italics next to each title like so.
- Core responsibility #2. As the jobs get older in your timeline, they're less relevant and need fewer bullet points.

Prior Job Title | Month, Year – Month, Year

- “Prior to my promotion to [current title], I...” core responsibility #1. Older job, less relevancy, 1 bullet is fine.

Company Name
Month Year

Month Year -

Job Title
City, ST

- Core responsibility #1. Even older job. For past jobs with zero relevance, save space and skip any bullet points.

EDUCATION (for early-career candidates with less work experience, you can put this section first before WORK)

University Name
Graduation Month, Year

Degree (e.g., B.S.), 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)
- Any other fun respectable stuff like varsity sports, fraternity/sorority, study abroad, or other tidbits.

CERTIFICATIONS, SKILLS & INTERESTS (can put Skills / Certifications first if transitioning your career)

- **Certifications:** If you have relevant ones; otherwise delete this bullet point + “**CERTIFICATIONS**” above
- **Skills** (*plug in your own*): Strategic planning; recruiting; PnL modeling; inventory forecasting; brand identity maps; negotiations; Amazon marketing; DTC acquisition & retention marketing; copywriting; logistics; crowdfunding
- **Interests** (*things people will ask about*): comedy; weightlifting; composting; yoga; traveling; fishing; Reddit; Seinfeld

Made for you with love by [Colin](#), Founder and CEO at [Sheets & Giggles™](#) ([/u/SheetsGiggles](#)). Use and share freely!

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If you still need 1:1 resume help, after years of being asked, I've set up an affordable professional resume review service at [SheetsResume.com](#).

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