

First Last

(012) 345-6789 | myprofessional@email.com | [LinkedIn](#)

EDUCATION

Monsters University

City, ST

D.M.A in Resumes

Month Year – Month Year

B.M. in Something, Minor in Something Else | GPA: 0.00/4.00

Dec. 2048

Coursework: Move this section below EXPERIENCE/PROJECTS when experience > education

Extracurriculars & Honors: Delete this entire **nobullets** list if it is not worth the space

Label: Content

EXPERIENCE

EmployMePlease

City, ST

CEO Intern

Jan. 0000 – Present

- Optimized a customized system for job hunting to be 69% faster through automated scripts and AI, enabling myself to apply to 9000+ positions across 51 states in the U.S. while setting new personal-best records of career desperation
- Boosted recruiter response rates by $\times\infty$ by using the [X-Y-Z format](#), naming my resume **First-Last-Resume.pdf**, and not over-bolding technical skills such as **Microsoft Office, Google Suite, and ChatGPT**

PROJECTS

[Emuser](#): A Painful LaTeX Resume Template

Dec. 2023 – Present

Expanded accessibility of creating professional resumes by introducing 6 modular components with intelligent formatting

Writing Tips

January 2023 – January 2023

- Avoid spelling mistakes
- Beware: ‘—’ is different from ‘|’
- Play around with [font sizes, families, and styles](#) (**just be consistent**)
- Can use periods (**just be consistent**).

SKILLS & INTERESTS

Programming Languages: HTML

Symbols to Escape: &, %, \$, #

Interests: Pay transparency laws, Sesame the cat, *Law & Order*