Optimize your resume to get more job interviews

This free resume template will help you write an ATS-friendly resume. But how do you know what the hiring manager is looking for? What skills and experience should you list to show you're the best candidate?

Jobscan's resume scanner helps you optimize your resume for each job listing so that your application is more attractive to recruiters and hiring managers.

An optimized resume leads to more responses, more interviews, and more offers for the jobs you *really* want.

"Honestly, it was like the floodgates opened. Within a week…I was absolutely flooded with contacts and people reaching out." Kelly, South Carolina, Jobscan User

"It's the greatest tool that I have seen when it comes to searching for jobs." Mark Stark, Career Success Coach

"We're seeing easily 30% or more increase in calls from recruiters when our students use Jobscan to tailor their resumes." Jeffrey Stubbs, Director, Baylor University Career Center

It's frustrating to apply for dozens of jobs and not get any interviews. Use Jobscan to optimize your resume, cover letter, and LinkedIn profile.

90% of Jobscan Premium users landed an interview.

Jobscan users have been hired by:

HARPER KENT

City, State Zip • (555) 555-1234

harperkent@email.com • linkedin.com/in/your-name-here

SKILLS

- Key Skill - Brief description of the skill and how you use it.
- Key Skill - For management, you'll be expected to have technical hard skills and interpersonal soft skills.
- Key Skill - Include hard skills that show off domain knowledge and expertise.
- Key Skill - Include people and task-management skills that show you know how to lead a team.

EXPERIENCE

Company 4, Location • Job Title (MM/YYYY) - *Present*

When writing your experience section for a management position, be sure to focus on the teams you managed and the outcomes they were able to achieve. Tailor your resume by focusing on skills and accomplishments that relate to the job description, rather than simply listing your day-to-day duties.

Company 3, Location • Job Title (MM/YYYY) - (MM/YYYY)

Try replacing some of your duties with measurable results and accomplishments rather than duties. Remember, "duties tell, accomplishments sell." To create a strong measurable result, try the following format: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact].

Company 2, Location • Job Title (MM/YYYY) - (MM/YYYY)

Keep your sentences short and to the point. This will make it easier for a recruiter or hiring manager to read or skim. For your more recent positions, really play up your management skills. Your older positions will give you an opportunity to delve deeper into your technical know-how and hard skills.

Company 1, Location • Job Title (MM/YYYY) - (MM/YYYY)

Recruiters like to see the arc of your career. Make sure your resume conveys how your responsibilities have increased from one stop to the next. It's OK to leave positions off your resume if they aren't relevant to the job you're pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

EDUCATION AND CERTIFICATIONS

College Name, Location • Degree Graduation Year (YYYY)

List additional certifications obtained or management trainings completed