

Dear Candidate,

This ATS Resume Template has been created and shared by [Brian Golod](#), who strives to empower everyone to advance in their careers. This template has been picked up by organizations such as United Nations, World Bank, Save the Children, LinkedIn, Microsoft, Estée Lauder, and so many more.

Brian has reviewed and worked on thousands of resumes. If you decide to use this template and continue to struggle to get interviews, please don't hesitate to reach out to Brian. If you are blessed to get an interview and are hesitant of your interviewing skills, you can reach out to Brian as well.

If you rather have Brian help you stand out from everyone else on the pile, please read: [Resume Majesty](#).

If you get interviews and have trouble converting them into offers, please read: [Interview Sniper](#).

INSTRUCTIONS

1. Highlight pages two and three, copy and paste them into a new [Google Doc](#) of your own
2. Watch this two-hour LinkedIn Live with Joel Lalgee to learn how to use it: bit.ly/3bgCtoc

IMPORTANT

1. This is the only way to get access to my FREE weekly Zoom sessions: mondetize.com/empower
 - a. [Add yourself to the list](#), there are trusted recruiters looking at it who can reach out

Thank you for your trust!

Brian Golod

FULL NAME

Address - Phone - Email

SUMMARY

Provide a summary of your experience. It should read like a paragraph and be easy to follow. Your last sentence should state what you are looking for in terms of career opportunity. Don't go beyond four lines and don't use bullet points for this. Make sure the last sentence uses up as much space horizontally so that you have the greatest opportunity to make an impact.

EMPLOYMENT HISTORY

Organization (City, Province/State)

MMM YYYY - MMM YYYY

Title - Something Impactful

- If this experience is in the present then start your bullet points with strong present verbs
- If this experience is in the past then start your bullet points with strong past verbs
- Make sure each line is tangible and the value you delivered can be easily perceived
- Be consistent with regards to length of sentence, ideally they should be one line each
- If you decide to have two lines per bullet point don't finish the second line with one word
- Try to have your past experience match the job descriptions of the roles you are applying for
- Your past experience should match in terms of number of bullet points to look consistent
- Make sure your punctuation and grammar are also consistent throughout your resume

Organization (City, Province/State)

MMM YYYY - MMM YYYY

Title - Something Impactful

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Organization (City, Province/State)

MMM YYYY - MMM YYYY

Title - Something Impactful

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Organization (City, Province/State)

MMM YYYY - MMM YYYY

Title - Something Impactful

- Always start a past experience at the top of the page, don't carry your previous one over
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Organization (City, Province/State)

MMM YYYY - MMM YYYY

Title - Something Impactful

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

RELEVANT SKILLS

List all your relevant skills here comma delimited; you can have up to six lines

Line 2

Line 3

Line 4

Line 5

Line 6

OTHER INTERESTS

List other interests here; you can have up to two lines - please don't list anything that is too dangerous
e.g. skydiving

LANGUAGES

List the languages you speak comma delimited and don't specify how fluent you are

EDUCATION

- | | | | |
|---------|--------------|----------|------|
| • Title | Organization | Location | YYYY |
| • Title | Organization | Location | YYYY |
| • Title | Organization | Location | YYYY |
| • Title | Organization | Location | YYYY |
| • Title | Organization | Location | YYYY |