**John Smith**

**Location:** City, State | **Phone:** +(1) 123 456-7890 | **Email:** jsmith@example.com

**SUMMARY**

Summarize your experience, achievements, skills, qualifications and unique selling points in 3–6 lines. Tailor the summary for each job you apply to. Incorporate keywords from the relevant job description that match your expertise. Use the active voice. Focus on how you meet the employer’s need, not how they meet your own. Pro tip: Write this section last.

**EXPERIENCE**

**Job title MMM YYYY – MMM YYYY**

Company Name 1 | City, State

* Use separate entries particularly for non-consecutive jobs.
* Start bullet points with an action word like “spearheaded” and “increased”.
* Focus on your achievements — not duties and responsibilities.

**Job title MMM YYYY – MMM YYYY**

Company Name 2 | City, State

* Quantify your achievements with hard data like dollar amounts, percentages and other numbers.
* Add a minimum of three and a maximum of six bullet points for each position.
* Limit bullet points to a maximum of two lines.

**Job title MMM YYYY – MMM YYYY**

Company Name 1 | City, State

* Dedicate an entry to the company that you had previously left but later returned to.
* Remove personal pronouns like “I”, “my” and “me” from bullet points.
* Make sure to proofread your résumé.

**EDUCATION**

**Qualification (eg: MSc in Business Analytics) YYYY**

Institution Name | City, State

* Optionally add 2–4 bullet points to highlight your grades, relevant, coursework, academic achievements and extracurricular activities.

**Qualification (eg: BA in Business Management) YYYY**

Institution Name | City, State

**SKILLS**

* List 6, 8 or 10 skills
* Use title case (eg: “Project Management”)
* Remove terminal punctuation
* Only list hard, not soft, skills
* Incorporate keywords
* Organize skills by importance/relevance
* Match your skills to the job
* Keep bullet points to one line