**John Smith**

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

**Company Name**

City, State

**Job Title** | MMM YYYY – MMM YYYY

* Dedicate one entry to your most recent position, and a second to your previous position.
* 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

* 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.

**Company Name**

City, State

**Job Title** | MMM YYYY – MMM YYYY

* Continue other experiences with the same format.
* Remove personal pronouns like “I”, “my” and “me” from bullet points.
* Make sure to proofread your résumé.

**EDUCATION**

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

Institution Name | City, State | YYYY

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

Institution Name | City, State | YYYY

**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