

## ATS Friendly Resume Template

**FULL NAME City, ST** | Phone | Email | LinkedIn URL | Portfolio/Website (optional)

**TARGET ROLE TITLES** [Title 1] | [Title 2] | [Title 3] | [Industry/Sector] [Optional: include common synonyms used in job postings]

**PROFESSIONAL SUMMARY** [Target title] who [states the core value you deliver or main problem you solve] for [type of organization/industry]. [1–2 sentences: relevant scope, strengths, and differentiators tied to job description keywords.] [Optional: 1 sentence with signature outcomes and metrics.]

**CORE SKILLS** [Up to 10–14 keyword-rich skills aligned to the job description, comma-separated. Example: Program Management, Learning Experience Design, Data Analysis, Stakeholder Engagement, Change Management, Curriculum Development, Adult Learning (Andragogy), Facilitation, Coaching, SQL, Tableau, Salesforce, Asana, Jira]

**TOOLS AND TECHNOLOGIES** [Role-relevant platforms and tools; spell out then include acronyms the first time. Example: Applicant Tracking Systems (ATS) – Greenhouse, Workday; Learning Management Systems (LMS) – Canvas, Moodle; Google Workspace; Microsoft 365; Zoom]

### CAREER HIGHLIGHTS

- [Result with metric] by [action/approach], impacting [who/what]. (e.g., Increased onboarding completion to 96% by redesigning a blended curriculum aligned to role competencies.)
- [Result with metric] by [action/approach].
- [Recognition/award or high-impact outcome] for [what you did].

### PROFESSIONAL EXPERIENCE

Job Title | Company, City, ST | Month YYYY – Month YYYY

One-line scope: [Team size, budget, portfolio, region; who you served; problem space.]

- [Action verb] [what you owned/delivered] using [tools/methods], resulting in [measurable outcome, %, #, \$].
- [Action verb] [initiative/improvement], which [reduced/increased] [metric] by [value/timeframe].

- [Action verb] [cross-functional/stakeholder activity], improving [quality/speed/compliance/NPS/CSAT] by [metric].
- [Optional: leadership/DEIB/compliance/safety highlight connected to role requirements.]

Job Title | Company, City, ST | Month YYYY – Month YYYY

One-line scope: [Brief business context and role remit.]

- [STAR-formatted bullet: Situation/Task + Action + Result with metric.]
- [Process/ops improvement bullet with tool/method and metric.]
- [Customer/partner/stakeholder collaboration bullet with impact.]

Additional Experience (optional) Job Title | Company, City, ST | Month YYYY – Month YYYY

- [1–2 concise bullets for earlier roles or internships.]

**EDUCATION** Degree, Major | University, City, ST | Month YYYY

- [Honors, thesis, concentrations, relevant coursework (optional)]

**CERTIFICATIONS AND TRAINING** [Certificate/License] | [Issuer/Organization] | Month YYYY  
[Relevant professional development, micro-credentials]

**PROJECTS** (optional, use for portfolio-worthy work or career transition) Project Title | Role |  
Month YYYY – Month YYYY

- [What you built/led], [tools/methods], [outcome/metric]. Link: [URL]

**PUBLICATIONS, PRESENTATIONS, AWARDS** (optional)

- [Title], [Outlet/Event], [Year] — [Brief relevance/result]
- [Award/Recognition], [Year]

### **PROFESSIONAL AFFILIATIONS AND SERVICE** (optional)

- [Role], [Organization] | [Years]

### **COMMUNITY AND VOLUNTEER** (optional)

- [Role], [Organization] | [Years] — [Impact/metric if applicable]

### **NOTES FOR ATS OPTIMIZATION**

- Mirror keywords from the target job description in Summary, Core Skills, and Experience bullets.
- Normalize job titles to market language while keeping the official title in parentheses if needed. Example: Learning Experience Designer (Instructional Coach).
- Use consistent formatting: Job Title | Company | Location | Dates in Month YYYY format.
- Quantify outcomes wherever possible (% / # / \$ / time).
- Avoid tables, columns, images, headers/footers, and text boxes. Use standard section headings.
- Spell out acronyms on first use, then include the acronym. Example: Learning Management System (LMS).
- Keep file name clean: FirstLast\_TargetRole\_Resume.pdf (or .docx if required).