**Full Name**

Job Title <--- *Tailor this for every job to hack the parsing agent and ATS grid view*

City, State - Zip Code

Phone / Email

**LinkedIn:** add link here

**Summary**

**Your job title** with **# years of experience** followed by the **industries** you’ve worked in, **technologies** you know very well, and **types of projects** you have expertise with. Highlight the ones relevant to the job you’re applying to. Tailor the bullet points below for every job you apply to. What items do THEY care about?

* Imagine yourself as a recruiter representing you to a hiring manager. How would they describe you to hiring manager? This is your chance to highlight why you are a fit for THIS SPECIFIC job. This is your cover letter.
* Write your resume in “first person implied” point of view leaving out personal pronouns like “I”, “my”, and “me”. Do NOT include any opinions about yourself. We all know you’re a hard worker, but not a “visionary leader”.
* Use 3-5 bullets max in this section. Focus these bullets on relevant work experience for the job you’re applying to given their job requirements. Your job history should always start mid-way down page 1.
* Keep your resume between 1-3 pages (depending on years of experience). No more than 3 pages.

**Technical Skills**

**Applications:** LinkedIn Sales Navigator, Apollo, Zoominfo, Salesforce, Workday, CapCut

**AI / ML:** ChatGPT, Gemini, NotebookLM, Leonardo.ai, HeyGen

**Languages:** SQL, Python, JavaScript, HTML5, CSS3

**Analytics:** Excel, Power BI, Tableau, Looker, QlikView

**Certifications**

**Certification Abbreviation** (Full Name of Certification) **Year**

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**Professional Experience**

**Company Name Month Year – Month Year**

**Promoted Job Title** Month Year – Month Year

* Write 5-7 bullet points about your job duties and accomplishments. No more than 10 bullet points.
* Begin each one using power words such as Created, Led, Guided, Conducted, Delivered, Designed, Developed, Launched, Implemented, Managed, Provided, Performed, Upgraded, Migrated, Mentored, Tested, Shaped, Enhanced, Influenced, Trained ect.
* Describe your role, primary responsibilities, size of the team, and the scope of the projects, and methodologies used. Use quantitative descriptions and exact names of tools/systems when possible.
* Consider using the XYZ format: accomplished X, measured by Y, by doing Z.
* **Environment:** List the tools and technologies used in the role, even if it seems redundant

**Starting Job Title** Month Year – Month Year

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**Company Name Month Year – Month Year**

**Job Title**

* Begin to limit the content of each role as you go back further in time. The audience only cares about your recent work experience. Not what you did 10 years ago. Minimize the content for roles over 10 years old.
* Remove any jobs, content, or dates over 20 years old. We do this to avoid ageism. For even better results, remove anything over 15 years old.

**Company Name Month Year – Month Year**

**Job Title**

**Education**

**Degree Acquired Month Year – Month Year**

**School Name** – City, State

**Degree Acquired Month Year – Month Year**

**School Name** – City, State

**Training**

List any relevant noteworthy training **Month Year – Month Year**