**Jobby McJobface**

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**WORK EXPERIENCE** (your most impressive thing needs to be first, period – i.e., no vague summaries)

**SheetsResume.com Aug. 2023 – Present**

*Co-Founder Remote*

* [SheetsResume.com](https://my.sheetsresume.com/?resume) is an online repository of free and paid resume and job seeking resources used by millions.
* Ideation, product management, & marketing for AI-powered [Resume Builder](http://my.sheetsresume.com/?resume), [Cover Letters](https://my.sheetsresume.com/cover-letter), & [Mock Interviews](https://my.sheetsresume.com/mock-interview).
	+ **Stack:** JavaScript (React); PHP (Laravel + Inertia); Linux (Ubuntu); Nginx; OpenAI; Gemini; MySQL
* Core responsibility #3. Pretend this is where they stop reading your resume. You’ve got 10 seconds. Use them.

**Company Name #2 Oct. 2017 – Jul. 2023**

*Job Title* (can slightly tweak titles based on what you’re applying for – no one will find out or care) *City, ST*

* Lead with a company overview to borrow validity from the company’s numbers to anchor the screener on something super impressive. E.g., sales, market cap, Fortune 500 status, # of users, # of employees, $ raised, etc.
* As [role], I [core responsibilities that match the job description, including some high-level numbers if impressive].
	+ **Key Results:** Use sub-bullets to list quantifiable key results for specific projects or responsibilities. E.g., revenue, cost savings, man hours saved, partners onboarded, customers/users acquired, review rating, etc.
	+ Sub-bullets are for more detail if needed, like KPIs, your tech stack, notable clients, or project examples.

**Company Name #3 Month Year – Month Year**

*Job Title*   *City, ST (or just put “Remote”)*

* Core responsibility / achievements / summary of job or company. Abbreviate all month names (“Jul.” not “July”).
	+ **Key Result:** Nest further context as sub-bullet points to really highlight an important top-level bullet.
* Core responsibility #2. Bold and italicize words very sparingly: “When everyone is super, no one will be.”

**Company Name #5 Month Year – Month Year**

*Current Job Title | Month, Year – Present City, ST*

* If you’ve been promoted / have held multiple titles at one company, put dates in italics next to each title like so.
* Core responsibility #2. As the jobs get older in your timeline, they’re less relevant and need fewer bullet points.

*Prior Job Title | Month, Year – Month, Year*

* “Prior to my promotion to [current title], I…” core responsibility #1. Older job, less relevancy, 1 bullet is fine.

**Company Name #6 Month Year – Month Year**

*Job Title City, ST*

* Core responsibility #1. Even older job. For past jobs with zero relevance, save space and skip any bullet points.

**EDUCATION** (for early-career candidates with less work experience, you can put this section first before WORK)

**University Name Graduation Month, Year**

*Degree (e.g., B.S.), Majors (e.g., Computer Science) City, ST*

* **GPA: 3.X/4.0** (list only if GPA is over 3.3); list any honors like *Summa Cum Laude* or Economics Honors Society

**CERTIFICATIONS, SKILLS & INTERESTS** (can put Skills / Certifications first if transitioning your career)

* **Certifications:** If you have relevant ones; otherwise delete this bullet point + “**CERTIFICATIONS**” above
* **Technologies:** If you have a lot of hard skills vs soft skills, you can break them out into two different bullets.
* **Skills** *(plug in your own and rearrange depending on role)***:** Strategic Planning; Brand Marketing; Copywriting; Hiring
* **Interests** *(makes them see you as human / coworker)***:** Camping; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*

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