

# John Smith

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

### Company Name #1

Aug. 2023 – Present

*Co-Founder*

*Remote*

- Digital learning ecosystem offering complimentary and educational content accessed by students worldwide.
- Another line about the work that you did.
  - **Stack:** JavaScript (React); PHP (Laravel + Inertia); Linux (Ubuntu); NGINX; MySQL.

### Company Name #2

Oct. 2017 – Jul. 2023

*Job Title (can slightly reword 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 [responsibilities that match the job description, including some high-level numbers if impressive].
  - **Key Results:** Use subbullets to list quantifiable key results for specific projects or responsibilities. E.g., revenue, cost savings, man hours saved, partners onboarded, customers/users, review rating, etc.
  - Sub-bullets are for more detail if needed, like KPIs, your tech stack, notable clients, or project examples.

### Company Name #3 *(you can remove months across the entire resume to better hide work gaps)* Month Year – Month Year

*Job Title*

*City, ST (or just put "Remote")*

- Core responsibility #1 / key results / high level summary. I like ending bullet points with periods vs without.
- Core responsibility #2. Don't feel the need to write too much about jobs from over 5 years in the past.

### Company Where You Had 2 or More Roles

Month Year – Month Year

*Most Recent 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 [recent title], I...[core responsibility #1]. Older job, less relevancy, 1 bullet is fine.

### Company Name #5

Month Year – Month Year

*Job Title*

*City, ST*

- Core responsibility #1. For past jobs with zero or little relevance, save space by skipping 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., Bachelor of Science), Major (e.g., Computer Science)*

*City, ST*

- **GPA:** 3.X/4.0 (list only if GPA is over 3.3); *Sigma Cum Laude*; Economics Honors Society; Dean's List
- Any other fun stuff like a minor, varsity sports, fraternity/sorority, or something that gives you a little color.

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

- **Certifications:** If you have relevant ones; otherwise, delete this bullet + delete "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** *(make it them or you as human):* Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*

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# Resume Template Last 90 Days

**RD Boyd**



## **Resume Template Last 90 Days:**

## **Resume Template Last 90 Days** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Resume Template Last 90 Days**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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