# John Smith

contact@gmail.com ❖ (44)5555555 ❖ London, UK ❖ Portfolio / GitHub link

**Outgoing Marketing Software Engineer with strong communication skills and expertise in:**

Python SQL Athena Airflow S3 Pandas Data Pipeline Tableau PowerBI Linux Docker

Bash Redshift Unit Testing CloudWatch EC2 AWS MWAA Code Review CI/CD

## WORK EXPERIENCE (your most impressive thing needs to be first, no vague summaries)

**Speak Tech English** **Oct. 2017 – Present**
*Founder & CEO* *London*

- Running cross channel marketing campaigns; newsletter marketing, Facebook and Google ads campaigns, and SEO optimisation
- As Founder & CEO, I oversee our core strategies, product roadmap, ops, marketing, and fundraising.
    - Hundreds of thousands of units sold in the first 6 years of operation with a 4.8 star average rating.
    - Sub-bullets are for more detail if needed, like key performance stats or a portfolio / website link.
- Core responsibility #3. Pretend this is where they stop reading your resume. **Whether Work or Education is your top section, the first thing they see must be your most impressive stuff, period.** Hence, no summary.
- Core responsibility #4. Bullets #1 and #2 are for high-level descriptions of the company and/or your role.

**Company Name** **Month Year – Month Year**
*Job Title* *City, ST (or just put Remote if remote)*

- Core responsibility #1 / key results / high level summary.
- Core responsibility #2. As your most recent past experience, you can build out a few bullet points here.
- Core responsibility #3. Don't feel the need to write too much about jobs from over 5 years in the past.

**Company Name** **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** **Month Year – Month Year**
*Job Title* *City, ST*

- Core responsibility #1. For past jobs with zero 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., BS), Majors (e.g., Computer Science)* *City, ST*

- List your honors like *summa cum laude* or Economics Honors Society; 3.X/4.0 GPA (list only if GPA is over 3.3)
- Any other fun stuff like varsity sports, fraternity/sorority, or something that gives you a little color

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

- **Certifications:** If you have relevant ones; otherwise, delete this bullet + delete "CERTIFICATIONS" above
- **Interests** *(give them something to ask about in an interview)*: road trips; composting; yoga; *Catan*; fishing; *Seinfeld*