Your Name - Job Title You're Applying For

your_email@email.com - yourwebsite.com - (If global co: Your Country (your work eligibility)

Your bio. This should be 3 or 4 sentences to hook in the hiring manager and make them want to read the rest of your resume. Sentence 1 should be about who you are. Sentence 2 should describe your high level experience. Sentence 3 and 4 should give specific detail about what you've done and are best at relative to the role you're applying for.

Experience

Most Recent Employer Company Name – Job Title (Start Month – End Month - Total time in role)
Describe the company in a sentence or two. Give the reader the context they need to understand your achievements and business context. Key responsibilities and achievements:
- Use the ABC format: [A - the **action** you took] [B - **be specific** about the project] [C - **count** and describe the useful outcome].
- Example: [A] Led a complete overhaul of [B] our referral scheme that [C] resulted in 30x more users at 50% of the previous CPA.
- Example: [A] Designed and rolled out a [B] new data analysis process which [C] increased data query efficiency by 40%.
- The achievements here should overlap as much as possible to the job you are applying to.
- Aim for 5 or 6 bullets that describe different achievements or outcomes.

Previous Employer Company Name – Job Title (Start Month – End Month - Total time in role)
Describe the company in a sentence or two. Give the reader the context they need to understand your achievements and business context. Key responsibilities and achievements:
- Highlight a few things you did here that overlap with the new role requirements.
- Or your biggest wins even if they don't overlap directly.
- Give less detail as time goes backward. Aim for 3 or 4 bullets.

Early Career Employer Company Name – Job Title (Start Month – End Month - Total time in role)
Describe the company in a sentence or two. Give the reader the context they need to understand your achievements and business context. Key responsibilities and achievements:
- If you've had jobs that are not relevant keep this detail to a minimum.
- For early roles, try to describe your whole job with one or two bullets. Or remove them entirely.

Education

University name - Degree name – Year started - Year completed
Institution name - Role-specific training – Year completed

Other Interests

Mention your hobbies and other interests outside of work. Give a flavour of who you are as a person.
—

Do not go over 2 pages. Consider removing your oldest jobs if you go over 2 pages.
Template by Tam Finlay Industries. Free to use for anyone :) To duplicate use File > Make a copy