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Summary		Write 3–5 sentences highlighting your top skills and key achievements. Use strong action verbs and quantifiable results, like “increased sales by 20%.” Tailor your summary to the job, focusing on relevant experience and what sets you apart. Be concise and avoid vague statements, making sure your strengths align with the role.
Work Experience		
City, State MM/YYYY–MM/YYYY	Company 1 Job Title	– Start bullets with action verbs like “led” or “developed” to show accomplishments. – Quantify achievements, like “increased revenue by 20%” or “managed a team of 5.” – Highlight tangible outcomes like “boosted client satisfaction by 25%.” – Avoid vague terms like “responsible for.” Use terms like “delivered” or “achieved.” – Show innovation by how you “introduced” new methods that improved performance.
City, State MM/YYYY–MM/YYYY	Company 2 Job Title	– Focus on results, like “improved workflow efficiency by streamlining processes.” – Use clear industry-specific language to demonstrate expertise for a broad audience. – Tailor each bullet to the job, focusing on relevant skills and results that fit the role. – Show leadership by mentioning if you “directed” or “oversaw” projects or teams. – Emphasize mentoring by how you “guided” junior employees for skill development.
City, State MM/YYYY–MM/YYYY	Company 3 Job Title	– Be concise, ensuring each bullet conveys action and result in one clear sentence. – Adjust your resume for each job, highlighting relevant skills and achievements. – Use job-specific keywords to align your resume with ATS and role requirements. – Limit jargon while using technical terms that show expertise relevant to the role. – Mention cost-saving efforts by how you “negotiated” or “reduced expenses.”
City, State MM/YYYY–MM/YYYY	Company 4 Job Title	– Use past tense for previous roles, and present tense for current roles like “manage.” – Mention project size, like “led a project spanning 3 countries,” to give context. – Highlight risk management by how you “mitigated risks” with new safety protocols. – Emphasize promotions to show growth, like “promoted to lead a team of 8 in 1 year.” – Highlight soft skills like “collaborated across teams to improve efficiency by 20%.”
Skills		
Office Software	Google Docs, Google Sheets, Google Slides, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Keynote, Numbers, Pages	
Adobe Creative Cloud	Photoshop, Illustrator, InDesign, Lightroom, AfterEffects, XD, Acrobat, Flash	
Languages	Native English, Conversational Spanish	
Education		
City, State Year	Institution 2 Degree or Certification	