

# Jobby McJobface

hey@sheetsresume.com | (555) 555-5555 | Denver, CO | [Portfolio / GitHub link](#)

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

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**SheetsResume.com** (use tabs and spaces to make sure your dates and locations are **aligned right**) **Aug. 2023 – Present**  
*Co-Founder* *Remote*

- [SheetsResume.com](#) is an online repository of free and paid resume and job seeking resources used by millions.
- Ideation, design, & product management for our [AI Resume Builder](#), [Cover Letter Generator](#), & [AI Job Search](#).
  - **Stack:** JavaScript (React); PHP (Laravel + Inertia); Linux (Ubuntu); Nginx; OpenAI; Gemini; MySQL

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

*Job Title* (can slightly tweak titles to better match 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 *sparingly* to list quantifiable 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 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)

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**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); *Summa 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)

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- **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** (*makes them see you as human*): Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*