File -> Make a Copy, or use our Free Resume Builder to plug in your info. Plus, try the Sheets AI Resume Builder, and follow our resume advice!

Jobby McJobface

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

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

SheetsResume.com (use tabs and spaces to "**align-right**" your dates and locations) **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.
- [Responsibilities that match the job you're applying to, 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 (idea: 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)

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 stuff like minors, varsity sports, fraternity/sorority, study abroad, or anything that gives you 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** *(makes them see you as human)*: Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*

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