
Spencer Campbell

Chief Operating Officer - put the target role here.

Lyon, France - no need for street address

+33 XX XX XX XX - a number where you'll pick up, double check this is right.

spencer@spencercampbelltalent.com - double check this for typos

[Optional: Portfolio link if it's relevant in your sector]

EXPERIENCE

Senior Role @ Company Enterprises

*[Optional one line of context about **Company Enterprises**. This is very useful if you are switching careers or job hunting in a new location]*

MON 2018 - PRESENT

- Most impressive story, including a great KPI. This is the headline of your resume, make it hooky and strong.
- Bullet point with a strong story relevant to your target role. Ideally include your reporting line in one of the bullets.
- Another story about your fit. Start with a strong verb and add evocative details.

Junior Role @ Company Enterprises

MON 20XX - MON 20XX

- Aim for 2-3 bullet points for experience. Each bullet point should be understandable on its own.
- Group similar roles together.
- Eliminate all jargon throughout. Your mom or nephew or best friend in another field shouldn't be confused.

Sabbatical / Career Break

MON 20XX - MON 20XX

- As you reach further back in your career timeline, include less detail.
- Short gaps don't matter in your resume. Include long gaps in your resume with a brief note about what you did with the time. It doesn't have to be relevant to the job.

Sr Mid-level @ Older Company

*[Optional one line of context about **Older Company**. You can speak about your interest in the firm - especially if it was much different than where you are now.]*

MON XXXX - MON XXXX

- Reflect on some of the most important or interesting work you did earlier in your career? What happened?
- Each bullet point should illustrate an accomplishment, contribution, value add or deliverable. How was the world different because of your work?

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- Don't get hung up on resume length. Interesting resumes will get read.

Mid-level @ Older Company

20XX - 20XX

- There's no resume police. Use titles that make sense for the person reading your resume - it doesn't really matter what it said in your offer letter. If you lie about your experience (claim you can do X when you really can't), you will eventually be found out. and it will suck. Just be honest.
- The arc of your career story should be clear. Where did you come from? What were the milestones along the way? How does that qualify you for the target role at the top.

Entry-Level @ Early Career Company

XXXX - XXXX

- There's no need to include every role - particularly if you are more experienced. Include very old roles if they say something about your career trajectory or are significant to you.

EDUCATION - this belongs here if you have more than 5 years of experience. If you went to a name-brand school recently, put education at the top.

Degree @ Education Institution

MONTH 20XX - MONTH 20XX

[OPTIONAL] SKILLS

Include relevant hard skills that show up in Job Descriptions that you actually have. If the job needs SQL and you used SQL in a previous job significantly, include it here. Ideally, the most relevant skills should be included in your experience section.

[OPTIONAL] PERSONAL / AWARDS / PORTFOLIO

Anything you want here. What would help the recruiter see how you are qualified (or at least interesting enough to schedule a call with!) If you are the world-record holder for underwater basket-weaving, you can include it.