

This is 14pt, but you can make your name a bit larger if you like

Your Name

Your address (or just city & state if you don't feel comfortable)
 your phone #
 your email address

Summary of Qualifications:

You can make your headers a bit larger than your text

- This top line is where you list the years of **relevant experience** to the position, followed by how many years of other experience, **but only if they are also relevant**. Use the **keywords*** in the job description to find out what they are looking for and seek to match those words in your descriptors.
- On this line, list the areas where you excel, again using the **keywords** in the job description, i.e., “excellent interpersonal & communication skills, bilingual in English & _____” etc.
- This third bullet can be for certifications and skills. Use words that reflect the level of skill, for example, *expertise* in MS Office Suite, *proficiency* in Wordpress. Hopefully your skillsets will match what’s needed, so this listing will automatically match the keywords.

Professional Experience:

This is where I work now, New York, NY
Your title

A right justified tab will get the date here.

8/2019 to present

- Since you still work here, all your described duties and accomplishments will be in the present tense.
- Use action words to describe what you did. **Match these as best you can to the keywords in the job description.**
- In that same vein, stick to active voice as opposed to passive voice.

This is where I used to work, New York, NY
Your title

Whenever to 8/2019

- Since you don't work here anymore, all your described duties and accomplishments will be in the past tense.
- Remember to use the keywords used in the job description, if applicable here.
- If you worked part-time, specify that, especially if you worked two or more concurrent jobs.

If you worked for one employer in different jobs because of promotion, etc., list it like this:

This is where I used to work, New York, NY
Your title, date range for this position

The date range for the entirety of employment

- You don't have to go farther than 10-15 years if you've been around a while.
- Again, use the keywords if they match what you did here. And active voice, yes?
- You should aim for at least three bullets per job; semi-colons within the bullets are OK.

Your title, date range for this position in the same organization

- Stuck on finding words to describe your job? Try [O*Net!](#) Sponsored by the U.S. Department of Labor, this [site](#) has a ton of specific descriptors on practically every occupation throughout the United States. Just type your occupation into the quick search box and go to town!

Education

Liberal Arts College – *BA in something-something*, the year.

Grad School or conservatory, etc. – *MA or MFA or certificate, etc.*, the year.

References

Excellent professional references available upon request

*The term “keywords” refers to the descriptors used in the job description... use these in the resume and cover letter so that the recruitment software doesn't kick you out of the running before a human sees the documents.

This resume format starts off like the chronological one above, but it quickly changes in some cool ways, as you'll see below. In this one, we'll use actual resume content (redacted and shortened) from one of my clients.

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Summary of Qualifications:

- 4+ years' experience as business owner; 10+ years' total experience in industry.
Extremely strong customer service, communication, and management skills, along with excellent problem-solving and administrative expertise.
Proficiency with Mac/PC in Quickbooks and Microsoft Office Suite.

Relevant Experience:

Administration and Accounting

- Scheduled appointments, responded to customer inquiries or complaints, and maintained client databases.
Inventoried products and ordered new supplies; directed staff schedules.
Arranged travel and conference reservations for self and staff; participated in continuing education classes that broadened industry knowledge and learned best practices.
Performed accounting duties, such as recording daily cash flow, preparing bank deposits, and generating financial statements

Management, Sales and Marketing

- Owned and operated business; cultivated and maintained client relationships.
Planned and directed services and programming, then developed and implemented marketing strategies for them.
Created sales and marketing copy for social media, email newsletters and promotions.
Marketed and sold products and services; established salon budgets and financial goals.
Coached staff in the use or sale of products and programs.

Employment History:

Table with 3 columns: Previous Employer, Dates, and Title. Includes entries for LLC (June 2017 to Present, Business Owner), and three previous employers with dates and titles.

Education:

If not finished but you're still there, then you write:

Whatever college you went to, City, State, blank degree in progress, your major or concentration., 2020 (or degree expected in 2021, for example)

If you're not in school and didn't finish, you write:

Whatever college you went to, City, State, # years' study toward blank major or concentration (or for no major, you'd say, "one year liberal arts study," for example).

Professional References Furnished Upon Request