

John Smith

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

Company Name #1

Aug. 2023 – Present

Co-Founder

Remote

- Digital learning ecosystem offering complimentary and educational content accessed by students worldwide.
- Another line about the work that you did.
 - **Stack:** JavaScript (React); PHP (Laravel + Inertia); Linux (Ubuntu); NGINX; MySQL.

Company Name #2

Oct. 2017 – Jul. 2023

Job Title (can slightly rework titles based on 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 to list quantifiable key 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 better 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); *Sigma 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)*

- **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** *(make it them or you as human):* Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*

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Resume Template Last 90 Days Tutorial

R Barnett



Resume Template Last 90 Days Tutorial:

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User's Guide to FileMaker Stephen Cobb, Chey Romfo, 1991 Expert author Cobb has teamed with veteran computer user Romfo to provide a comprehensive course in tapping the power of Filemaker II the 1 bestselling database product for the Macintosh The authors worked directly with the software publisher on the book

The American Booksellers Guide, 1871

Complete Guide to Making a Public Stock Offering Elmer L. Winter, 1972

Occupational Safety and Health Decisions, 1983

Canadian Estate Tax and Succession Duties Guide CCH Canadian Limited, 1964

Willings Press Guide 2007 V1 Clare Redman, 2007-02 This press guide aims to provide a comprehensive accurate and informative guide to the UK press both print and broadcast

Custom House Guide, 1988

Summary of Proceedings Association of Urban Universities, 1941

Florida Administrative Weekly, 1999

2002 Guide to Talent and Modeling Agents Rachel Vater, 2002 MAKE YOUR DREAMS COME TRUE Whether you want to get into movies pose for magazine covers or walk a fashion show runway 2002 Guide to Talent Modeling Agents has all the information you need to find the representation that right for you This one of a kind directory provides you with the most detailed and current listings available for talent and modeling agencies schools conferences and scouts Insider information details the age size and type that each agency is looking for what sort of work they specialize in print catalog advertising film or runway which agencies charge and if so how much You ll learn how to contact an agency avoid scam artists submit headshots work with an agent read a contract and locate legitimate agencies that don t advertise All this plus illuminating interviews with agents bookers and scouts and a resource guide for Web sites magazines and newsletters makes getting discovered and getting work easier than ever before It s the how to where to guide you ve been looking for

Resume Template Last 90 Days Tutorial: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels enthraling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have charmed audiences this year. Resume Template Last 90 Days Tutorial : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

<http://nevis.hu/data/scholarship/default.aspx/Museumboek%20Voor%20Friesland.pdf>

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