*Click* ***File > Make a copy.*** *Once you’ve filled out the template, check to see how well it matches the job description on* [*Jobscan*](https://www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) *(Don’t forget to delete this when using)*

**LeRoy Keller**

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Add a strong [resume summary](https://www.jobscan.co/blog/resume-summary/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) here that highlights what it is you do, the types of companies you’ve worked with, and why you’re great at your job. Experience, specializations, areas of interest, etc.

**SKILLS AND ACCOMPLISHMENTS**

* **Skill Topic 1** (eg: Software Engineering or Warehouse Management): Skill 1 | Skill 2 | Skill 3 ...
* **Skill Topic 2**: Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5…
* **Skill Topic 3**: Skill 1 | Skill 2 | Skill 3 | Skill 4 …
* **Accomplishment 1**: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact]
* **Accomplishment 2**: ...
* **Accomplishment 3**: ...

**WORK EXPERIENCE**

**Company 4**, Location

*Job Title,* (MM/YYYY)-Present

This is where you write about your experience. Do not simply list your day-to-day job duties. Work in [resume keywords](https://www.jobscan.co/blog/top-resume-keywords-boost-resume/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that are most relevant to the job for which you’re applying. Provide context to the skills and accomplishments above.

**Company 3**, Location

*Job Title,* (MM/YYYY)-(MM/YYYY)

Because you listed skills and accomplishments above using this hybrid format, you can afford to write a little bit less in your experience section. Expand to two pages if necessary, but keeping your resume to one page is a good goal to have (unless you have over 10-15 years of relevant experience).

**Company 2**, Location

*Job Title,* (MM/YYYY)-(MM/YYYY)

It’s OK to leave positions off your resume if they aren’t relevant to the job you’re pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

**Company 1**, Location

*Job Title,* (MM/YYYY)-(MM/YYYY)

Barely relevant positions deep in your work history can be summed up in a quick line or two.

**EDUCATION**

Degree, Graduation Year (YYYY), College Name, Location