

Step 1: Add your contact information

Before potential employers can reach out, you need to provide the correct, updated contact details.

Suggestions:

- Use a professional email
- Add a portfolio or website URL if relevant

Full Name	
Phone Number	
Location (City, State)	
Professional Email	
LinkedIn Profile URL	
Portfolio/website URL	

Step 2: Write your resume target title

Your resume title should reflect the job title you're applying to and be tailored for every application.

While you only want one target title per resume, add a few relevant titles below to reflect roles you may be considering.

Suggestions:

- Make sure your experiences and skills support this title
- Examples: Project manager, programs manager, operations coordinator

Resume Target Title 1	
Resume Target Title 2	
Resume Target Title 3	

Step 3: Write your professional summary

This section provides a snapshot of you professionally, showcasing key achievements, skills, and your career background—including industry and years of experience. You can also add some personal insights.

Try this formula to showcase your top achievements:

[Noteworthy achievement] + [skill used to achieve the result] + [business impact]

Example:

Led a team to redesign the company's website (achievement) by utilizing project management and advanced proficiency in CSS for responsive design (specific hard skill) to increase site traffic by 30% within 6 months (business impact).

Suggestions:

- Tailor it to the job description
- Include 1-2 relevant skills and measurable impact
- Keep it between 3-5 sentences
- Your career background should include your years of experience, industry, and a descriptive title
 - Example: SaaS Marketing Copywriter with six years of experience

Industry	
Years of Experience	
Descriptive Title	
Top Achievement	
Top Achievement	
Top Achievement	

Step 4: Build your work experience

This section is the most important part of your resume. It should highlight positions relevant to the job you're applying for and quantify achievements with data and metrics.

Try using this formula for each achievement:

Action Verb + Noun + Metric + [Strategy Optional] + Outcome = 1 achievement

Example:

Developed and implemented a customer feedback loop strategy that improved feature adoption by 15%.

Suggestions:

- Focus on relevant roles and achievements
- Use action verbs
- Quantify results
- Include months and years for dates of employment

Company Name	
Job Title	
Location (optional)	
Dates of Employment	
Key Achievement 1	
Key Achievement 2	
Key Achievement 3	
Key Achievement 4 (optional)	
Key Achievement 5 (optional)	

Step 5: Add your education

Highlight your educational background, starting with your highest level of education and working backward.

Suggestions:

- Include GPA (if above 3.8 and you're a recent graduate)
- If you're just starting out and you have limited or no relevant professional work experience, consider adding relevant honors and coursework
- If you opt to add coursework—be sure to quantify the results and impact of that work

Institution	
Degree	
Graduation Date	
GPA	
Honors	
Coursework	

Step 6: Include certifications (if applicable)

Especially if you work in a field or profession where certifications play an important role in your qualifications, it's important to add any relevant certifications to showcase your expertise.

Suggestions:

- Include the certifying body and date of completion
- Ensure the certification is up to date and still valid

Certification	
Certifying Body	
Date Received	

Step 7: List your skills

Your skills section is a snapshot of your overall strengths. The primary focus should be on hard and technical skills. You can also include soft skills, but be mindful that everything on this list should be woven into your other resume sections—showing how you used your skills for impact.

Suggestions:

- Group skills by category (e.g., *programming languages, tools, software*)

	Skills
Skill Category 1	
Skill Category 2	
Skill Category 3	

Step 8: Include optional sections

To provide an even more comprehensive view of your qualifications, you can also include additional sections based on relevance to the role you're applying for:

Projects

Highlight relevant projects that showcase your skills, problem-solving abilities, or collaboration on significant tasks.

Suggestions:

- Include measurable results, team size, and project scope

Project Name	
Organization	
Scope	
Results + Impact	

Awards and Scholarships

Include any recognition, honors, or scholarships demonstrating your achievements and dedication.

Suggestions:

- Focus on awards relevant to the job you're applying for
- Include the organization and date of receipt

Award/Scholarship Name	
Organization	
Date Received	

Volunteering and Leadership

Show leadership experience, professional affiliations, or community involvement to emphasize your initiative and interpersonal skills.

Suggestions:

- Include any leadership roles or impactful volunteering work
- Focus on activities that are relevant to the job or demonstrate key skills

Role	
Organization	
Dates	
Responsibilities + Impact	

Publications

List relevant publications, articles, or research papers, especially for academic or research-focused roles.

Suggestions:

- Include the publication name, publisher, and date.
- Focus on publications that showcase your expertise in your field.

Publication Title	
Publisher	
Date Published	