

Career Insiders has been certified by the City & County of SF as a Small - Local - Woman-owned enterprise.

**RESUME TEMPLATE**

By Mauri Schwartz

President/CEO Career Insiders

**YOUR NAME**1234 Your Street  
San Francisco, CA 94100(415) 123-4567  
firstname.lastname@gmail.com**SUMMARY OF QUALIFICATIONS**

- **Key Phrase** – 3 - 5 bullet points which demonstrate your key qualifications for a specific type of position... 1-2 lines long.
- **Key Phrase** – These will be the 3-5 characteristics about you that sell you to the reader. They should be targeted to the specific job or audience and should match their key requirements.
- **Key Phrase** – These should include specific accomplishments to illustrate the characteristics wherever possible.
- **Key Phrase** – These should include specific accomplishments to illustrate the characteristics wherever possible.

**PROFESSIONAL EXPERIENCE****CURRENT (OR MOST RECENT) EMPLOYER, City, ST** **year to present**  
**Current or Most Recent Position Title (year – present)**

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

- An accomplishment illustrating a relevant skill – start with an action verb (present tense unless it involved a project which has been completed). 1-2 lines for each bullet item.
- Another accomplishment ....
- Another accomplishment ....
- Another accomplishment ....
- 3-5 bullet points here for your current/most recent position.

**Previous Position Title (year – year)**

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

- An accomplishment illustrating a relevant skill – start with an action verb (past tense). 1-2 lines for each bullet item.
- Another accomplishment ....
- Another accomplishment ....
- 3-4 bullet points here for your most recent previous position.

**Previous Position Title (year – year)**

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

- An accomplishment illustrating a relevant skill – start with an action verb (past tense). 1-2 lines for each bullet item.
- Another accomplishment ....
- Another accomplishment ....

**PREVIOUS EMPLOYER 1, City, ST** **year to year****Position Title**

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

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- An accomplishment illustrating a relevant skill – start with an action verb (past tense). 1-2 lines for each bullet item.
- Another accomplishment ....
- Another accomplishment ....
- 3-4 bullet points here for a previous position

**PREVIOUS EMPLOYER 2, City, ST**

year to year

**Position Title**

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

- An accomplishment illustrating a relevant skill – start with an action verb (past tense). 1-2 lines for each bullet item.
- Another accomplishment ....
- 2-3 bullet points here for a previous position

**PREVIOUS EMPLOYER 3, City, ST**

year to year

**Position Title**

A two- to three- line overview of your essential role. A two- to three- line overview of your essential role. A two- to three- line overview of your essential role.

- An accomplishment illustrating a relevant skill – start with an action verb (past tense). 1-2 lines for each bullet item.
- Another accomplishment ....
- 2-3 bullet points here for a previous position

**ADDITIONAL EXPERIENCE** *[use this section if needed]*

- An accomplishment illustrating a relevant skill – start with an action verb (past tense). 1-2 lines for each bullet item.
- Another accomplishment ....
- 2-3 bullet points ...

**EDUCATION****BS, Major Subject, University, City, ST****Professional Training/Certifications**

- 2-8 bullet points as appropriate ...
- ...
- ...

**Professional Affiliations**

- 2-8 bullet points as appropriate ...
- ...
- ...