***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)*

**. JAMES NGUYEN .**

City, State Zip • (555) 555-1234

jamesnguyen@email.com • linkedin.com/in/your-name-here

**. SUMMARY .**

Add a strong resume summary 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.

**. WORK EXPERIENCE .**

**Company 4**, Location

*Job Title* MM/YYYY-Present

When writing your experience section for a management position, be sure to focus on the teams you managed and the outcomes they were able to achieve.

* Use bullet points to highlight some of the most important things about your work.
* Tailor your resume by focusing on skills and accomplishments that relate to the job description, rather than simply listing your day-to-day duties.

**Company 3**, Location

*Job Title* MM/YYYY-MM/YYYY

Try replacing some of your duties with accomplishments rather than duties. Remember, “duties tell, accomplishments sell.” To create a strong measurable result, try this format:

* [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact].

**Company 2**, Location

*Job Title* MM/YYYY-MM/YYYY

Keep your sentences short and to the point. This will make it easier for a recruiter or hiring manager to read or skim.

* For your more recent positions, really play up your management skills.
* Your older positions will give you an opportunity to delve deeper into your technical know-how and hard skills.

**Company 1**, Location

*Job Title* MM/YYYY-MM/YYYY

Recruiters like to see the arc of your career. Make sure your resume conveys how your responsibilities have increased from one stop to the next.

**. EDUCATION .**

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