***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)*

**Lamar White**

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**Skills**

* **Key Skill** - Brief description of the skill and how you use it.
* **Key Skill** - For management, you’ll be expected to have technical hard skills and interpersonal soft skills.
* **Key Skill** - Include hard skills that show off domain knowledge and expertise.
* **Key Skill** - Include people and task-management skills that show you know how to lead a team.

**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.
* 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 measurable results and 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.
* 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.

**Education**

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