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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			
	YOUR NAME (415) 123-4567			
Sa	n Francisco, CA 94100 firstname.lastname@gmail.com			
SUMMARY OF QUALIFICATIONS				
<ul> <li>Key Phrase – 3 - 5 bullet points which demonstrate your key qualifications for a specific type of position1-2 lines long.</li> </ul>				
•	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			
Cu	IRRENT (OR MOST RECENT) EMPLOYER, City, ST year to present rrent or Most Recent Position Title (year – present)			
two	wo- to three- line overview of your essential role. A two- to three- line overview of your essential role. A >- 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			
At	evious Position Title (year – year) wo- to three- line overview of your essential role. A two- to three- line overview of your essential role. A p- 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			
	Another accomprishment			
	3-4 bullet points here for your most recent previous position			
	3-4 bullet points here for your most recent previous position			
Pre				
Pre A t	3-4 bullet points here for your most recent previous position evious Position Title (year – year) wo- to three- line overview of your essential role. A two- to three- line overview of your essential role. A >- to three- line overview of your essential role.			
Pre A t	3-4 bullet points here for your most recent previous position evious Position Title (year – year) wo- to three- line overview of your essential role. A two- to three- line overview of your essential role. A 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			
Pre Att	3-4 bullet points here for your most recent previous position evious Position Title (year - year) wo- to three- line overview of your essential role. A two- to three- line overview of your essential role. A b- 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.			
Pre Att	3-4 bullet points here for your most recent previous position evious Position Title (year - year) wo- to three- line overview of your essential role. A two- to three- line overview of your essential role. A b- 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			



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1234 Your Street San Francisco, CA 94100	TOOR NAME	(415) 123-4567 firstname.lastname@gmail.com	
<ul> <li>An accomplishment i each bullet item.</li> </ul>	illustrating a relevant skill – start with	an action verb (past tense). 1-2 lines for	
<ul> <li>Another accomplishment</li> </ul>	nent		
<ul> <li>Another accomplishment</li> </ul>	nent		
<ul> <li>3-4 bullet points here</li> </ul>	of or a previous position		
PREVIOUS EMPLOYER	2, City, ST	year to year	
Position Title	A CONTRACTOR OF A CONTRACTOR O	n na ing ang ang ang ang ang ang ang ang ang a	
A two- to three- line overv two- to three- line overvie		ree- line overview of your essential role. A	
		an action verb (past tense). 1-2 lines for	
each bullet item.	and a second sec		
Another accomplishment	nent		
<ul> <li>2-3 bullet points here</li> </ul>	for a previous position		
PREVIOUS EMPLOYER	3. City. ST	year to year	
Position Title		20012-02-02-02-02-02-02-02-02-02-02-02-02-02	
		ree- line overview of your essential role. A	
<ul> <li>two- to three- line overvie</li> <li>An accomplishment i</li> </ul>		an action verb (past tense). 1-2 lines for	
each bullet item.	nusualing a relevant skin – start with	an action verb (past tense). The times to	
Another accomplishm	nent		
<ul> <li>2-3 bullet points here</li> </ul>	e for a previous position		
	ADDITIONAL EXPERIENCE [use this	section if needed]	
<ul> <li>An accomplishment i each bullet item.</li> </ul>	illustrating a relevant skill - start with	an action verb (past tense). 1-2 lines for	
<ul> <li>Another accomplishment</li> </ul>	nent		
<ul> <li>2-3 bullet points</li> </ul>			
	EDUCATION		
BS, Major Subject, Unive	versity, City, ST		
Professional Training/C	Certifications		
<ul> <li>2-6 bullet points as ap</li> </ul>			
•			
• •			
Professional Affiliations	s		
<ul> <li>2-8 bullet points as ap</li> </ul>	ppropriate		
•			
•			
	page 2 of 2		