A green letters and a light bulb

Description automatically generated with low confidence

**Optimize your resume to get more job interviews!**

This free resume template will help you write an ATS-friendly resume.

Once you’ve filled out the template, check to see how well it matches the job description with the free application from [**Jobscan**](https://simpleideas.website/go/jobscanhome).

[**Jobscan’s resume scanner**](https://simpleideas.website/go/jobscanresumescanner) **helps you optimize your resume for each job listing so that your application is more attractive to recruiters and hiring managers.**

An optimized resume leads to more responses, more interviews, and more offers for the jobs you really want.

**It’s frustrating to apply for dozens of jobs and not get any interviews. Optimize your resume, cover letter, and LinkedIn profile.**

**90% of people who optimize their resumes get the interview they are looking for.**

Using a good format does not guarantee that you will have an attractive resume. Don't forget to read our article [**“The Ultimate Resume: Secrets & Tips To Get The Best Results”**](https://simpleideas.website/the-ultimate-resume-secrets-tips-to-get-the-best-results/) and learn everything you need to get that interview you want.

**[A picture containing graphics, graphic design, art

Description automatically generated](https://simpleideas.website)**

**Anne Y. Choi**

City, State Zip | (206) 555-5555 | annechoi@email.com | linkedin.com/in/your-name-here

**CAREER SUMMARY**

Add a resume summary that highlights what it is you do, the types of companies you’ve worked with, and why you’re great at your job. Typically summaries should be very short and to the point, but you can go a little long in the functional resume format. Consider including experience levels, specializations, or areas of interest. Ensure that your summary perfectly aligns with what is asked for in the job description.

**SKILLS AND STRENGTHS**

* **Skill 1** - List your most relevant hard skills, soft skills, and experience for this job.
* **Skill 2** - Mention the skill then briefly add some context to it.
* **Skill 3** - For example (hard skills):
* **Forklift Operation** - OSHA certified forklift operator with 5+ years of experience and a perfect safety record
* **Skill 5** - Another example (soft skills):
* **Multi-tasking:** Met visual design deadlines on overlapping projects in fast-paced agency environment; used project management apps like Basecamp and Trello to keep organized.

**PROFESSIONAL ACCOMPLISHMENTS**

* Example: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact]
* The best resume accomplishments measure your results in terms of dollars, percentages, or time-saved. Use numbers whenever possible.
* Accomplishment 3
* Accomplishment 4
* Accomplishment 5
* Accomplishment 6

**WORK HISTORY**

**Company 4**, Location, Job Title*,* (MM/YYYY)-Present

**Company 3**, Location, Job Title*,* (MM/YYYY)-(MM/YYYY)

**Company 2**, Location, Job Title*,* (MM/YYYY)-(MM/YYYY)

**Company 1**, Location, Job Title*,* (MM/YYYY)-(MM/YYYY)

**EDUCATION**

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