



## Free Resume Template

Below is the resume template that I use for all of my career coaching clients. It's a simple format for the following reasons:

1. **Electronic Submission.** Nowadays, resumes are submitted electronically and scanned into databases that strip the formatting, fonts, and graphics away from the document. All that gets uploaded is the content—the words you write. So it's a waste of time to create a fancy resume with special fonts, columns and stylized bullets. Focus on the content.
2. **Search Engine Optimization (SEO).** Unless you are applying for a first job and have very little experience, a one-page resume will hurt your chances of ever getting called in for an interview. When you submit a resume to a job search website, the search engine scans your resume for keywords that employers are looking for. If you are miserly with your words to keep your background to a single page, you'll likely skip keywords that your resume must include to be selected.
3. **Easy to Update.** You should be updating your resume to match each job that you apply for. The fancier the format, the harder it will be to make quick adjustments. I've seen people spend hours perseverating over fonts and spacing, rather than updating the content and moving on to the next opportunity. Save yourself time by starting with a format that is easy to update as often as needed.

### How to Use this Format

Cut and paste the content below into the word processing software of your choice or Google Docs. If you have technical difficulties, don't get hung up on using my actual template—it is purposefully simple and easy to recreate. Instead focus on the suggested content: About, Job Description and Significant Contributions. That's the key to create a resume that people can read while also ensuring you meet SEO best practices.

# Your Name

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1222 Broadway Street, Anytown, ST 94526 • xxx.xxx.xxxx • yourname@gmail.com  
www.linkedin.com/in/yourname

## ABOUT

This is where you include your “personal brand” statement. Summarize your strengths, talents and achievements with as much clarity and detail as possible. Avoid vague statements (e.g. hard worker). Use searchable qualifications instead. For example, rather than “top salesman in my company,” you could write, “strengths include prospecting for new business and developing qualified leads.” Include stand-out metrics were possible such as “increased attendance by 20% and donations by 15% year over year.”

## WORK EXPERIENCE

### Position Title

Organization name, city, and state  
Start and end dates

Here is where you write a detailed job description, making sure to add relevant keywords for this type of position—think about what employers will be searching for as you write this section. Look online for similar job descriptions as a starting point. This section should include your daily tasks and responsibilities. Be specific in listing any systems used or training achieved.

### Significant Contributions

- Here is where you stand out from other applicants. Interviewers WILL read this section.
- List the “above and beyond” things you did in this job and metrics to prove your success.
- EXAMPLE: Placed 20% more calls than peers with lowest call complaint log in the department.
- EXAMPLE: Started lunchtime ping pong tournament that developed camaraderie between sales agents and customer service reps, resulting in a more positive work environment.

*Repeat the job description AND significant contributions for every position you’ve had. Don’t worry about exceeding a page. I like to think of the “job description” paragraph as the area computers scan and the contributions list as the thing people will read.*

## VOLUNTEER WORK

If you have done significant volunteer work, list it separately, else include it in other interests below.

## EDUCATION

### College, City, State

Degree earned (or relevant coursework)  
Date degree awarded (or dates attended)

## OTHER SKILLS

List Certifications, awards, training, hardware and software you know, etc.

## OTHER INTERESTS

Include a quick recap of things you like to do in your spare time. This is a nice way to break the ice in an interview.

## Notes:

- **Contributions.** If you are struggling to find meaningful significant contributions for each position held, put a single list at the top of your resume—after the About section and before the Experience section. Just don't omit it entirely. This list boosts your SEO success and really helps an employer see what type of contribution you can make to the organization.
- **LinkedIn.** An employer is likely to look up your LinkedIn profile before bringing you in for an interview. Make sure you update LinkedIn to match your resume and take the time to customize your public profile URL. Here's how to create a **custom LinkedIn Public Profile URL**.
- **Other Social Media.** It's a good idea to check the privacy and professionalism of your other social media profiles as well. There's no need to hide your personal life entirely, but you might want to skim for any comments made in poor taste, rants you might regret, or pictures that are too personal.