

FULL NAME

Phone Number | Email Address | LinkedIn Link | City, State, Zip Code

PROFESSIONAL SUMMARY:

A short paragraph summarizes and includes your years of professional experience, accomplishments, skills, and strengths as they **relate** to the position that you are applying for.

KEY SKILLS:

- Skills related to the position
- Skills related to the position
- Skills related to the position
- Skills related to the position
- Skills related to the position
- Skills related to the position

PROFESSIONAL EXPERIENCE:

- (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
- (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
- (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
- (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
- (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
- (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
- (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
- (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
- (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
- (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])
- (Action Verb + What You Did [add some details] + Reason + Outcome **OR** Quantified Results)
- (Action Verb + Outcome **OR** Quantified Results + What You Did [add some details])

EMPLOYMENT HISTORY:

- Your Title | Company Name | City, State, Zip Code | MM/ YYYY - Present
- Your Title | Company Name | City, State, Zip Code | MM/ YYYY – MM/ YYYY
- Your Title | Company Name | City, State, Zip Code | MM/ YYYY - MM/ YYYY
- Your Title | Company Name | City, State, Zip Code | MM/ YYYY - MM/ YYYY

EDUCATION:

- Degree | School Name
- Degree | School Name

AWARDS/ RECOGNITIONS/ VOLUNTEER WORKS:

-
-
-
-

Here's a comparison of Doer vs. Achiever resume bullet points:

Doer (Focuses on Responsibilities & Tasks)

(Action Verb + What You Did + Reason + Outcome/Quantified Result)

- Managed social media accounts to improve engagement and brand awareness, resulting in a 15% increase in follower growth.
- Developed training materials for new employees to streamline onboarding and ensure consistency.
- Assisted in data analysis to identify trends and support decision-making in marketing campaigns.

Achiever (Focuses on Impact & Results)

(Action Verb + Outcome/Quantified Result + What You Did)

- Increased social media engagement by 15% by implementing targeted content strategies and audience analytics.
- Reduced onboarding time by 30% by designing comprehensive training materials for new employees.
- Identified key marketing trends through data analysis, contributing to a 10% improvement in campaign ROI.

Key Difference:

- **Doer:** Emphasizes tasks and responsibilities.
- **Achiever:** Highlights measurable results and impact.

Functional Resume:

Best for: Career changers, those with employment gaps, or those with diverse skills.

Structure:

1. Contact Information
2. Professional Summary
3. Skills & Achievements (Grouped into categories relevant to the job)
4. Work Experience (Briefly listed, sometimes without dates)
5. Education
6. Certifications/Awards (If applicable)

Pros:

- Focuses on skills rather than job history
- Great for highlighting transferable skills
- Helps downplay employment gaps

Cons:

- Can be seen as hiding lack of experience or employment gaps
- Less favored by recruiters, as it lacks a clear work history

Which One Should You Use?

- Use a chronological resume if you have a stable work history and want to show career growth.
- Use a functional resume if you are switching careers, have employment gaps, or want to emphasize skills over job titles.

A combination resume (mixing both styles) is also an option if you want to highlight both skills and work history.