

Thanks for downloading our Resume Template and Cheat Sheet. This resume format is utilitarian by design. It will display well on a phone or as an attachment. Most importantly, it parses accurately into databases and applicant tracking systems.

Key points

- Remember the purpose of a resume is to get an interview or start a conversation. Focus on your value add to the reader. You're not telling your life story.
- General, "all things to all people," resumes are not effective.
- You may have multiple versions of your resume, highlighting different aspects of your background, and provided all are accurate.
- Make sure the companies and dates on your resume agree with your LinkedIn profile. People always check.
- Accomplishments need to be quantified as much as possible, and describe where you've made money, saved money or improved a process.
- It's not necessary to jam everything into one page. Readability matters. Leave some white space.
- Include your physical location and zip code, but your street address isn't necessary.
- Avoid columnar formatting and graphics. They do not parse well.
- Choose a font. One font. You can vary size and bolding. Mixed fonts are jarring.
- Make sure the spacing between and within the sections of your resume is consistent.
- Email your resume to yourself. Make sure it opens and displays properly.
- View it on your phone. That's how many who receive it will view it.
- Spell check. Spell check again. Red it backwards.
- Look for correct spelling, wrong word. (See above for an example.)
- Remove Random Capitalizations.
- Review punctuation.
- If you're sending as a .doc turn off corrections and spellcheck.

This template is courtesy of Debbie Harper, Harper Hewes Executive Search & Recruiting.
Harper Hewes specializes in headhunting and targeted direct recruiting for all levels – senior individual contributor through C-level – for SaaS, consulting and systems integrators. We focus on client facing and revenue generating roles.

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NAME

City, State Zip

Mobile #

Email address

LinkedIn profile (optional but useful)

SUMMARY (Or PROFILE Or TITLE)

A brief description of you. This should not exceed three or four lines.

KEY ATTRIBUTES or HIGHLIGHTS (optional)

Some people like to include a bulleted or columned list of descriptive adjectives / key words. Others will list some important / noteworthy accomplishments. Use same font size as your Summary section.

EXPERIENCE

COMPANY #1

Start Date to Present

One line description of the company or division (smaller font size)

Title

Brief description of your responsibilities – not more than 3 or 4 lines. 2 is preferred.

- Accomplishment
- Accomplishment
- Accomplishment

**If you have had more than one title list it using the same format as above – Title, description, accomplishments and add dates for each role.

COMPANY #2

Overall Date to Date (year to year)

One line description of the company or division (smaller font size)

Current Title (Role Date to Date)

Brief description of your responsibilities – not more than 3 or 4 lines. 2 is preferred.

- Accomplishment
- Accomplishment
- Accomplishment

Prior Title (Role Date to Date)

Brief description of your responsibilities – not more than 3 or 4 lines. 2 is preferred.

- Accomplishment
- Accomplishment
- Accomplishment

****Repeat for each position. It's OK to leave off early career roles, especially if they're not relevant.**

****Readability is more important than length. Use a decent font size.**

EDUCATION

College, Location, Degree conferred (We recommend not including the year)

CERTIFICATIONS (or TRAINING)

PUBLICATIONS (if relevant)

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+++ IF YOU'D LIKE THE RESUME TEMPLATE AS A WORD DOC SO YOU CAN JUST FILL IN THE BLANKS, SEND ME AN EMAIL.

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