

[YOUR FULL NAME]

[email@example.com] | [linkedin.com/in/yourname] | [github.com/yourname] | [City, State]

[JOB TITLE] | [Key Skill 1], [Key Skill 2], [Key Skill 3]

[Role] with [X] years of experience in [specific domain]. Specialized in [core competency 1] and [core competency 2]. Proven track record of [quantified achievement with metric].

■ **TIP: Keep summary 2-3 sentences. Include a metric!**

CORE SKILLS

Languages: [Language 1 (Expert), Language 2 (Advanced), Language 3 (Intermediate)]

Frameworks: [Framework 1, Framework 2, Framework 3]

Cloud/DevOps: [AWS/GCP/Azure services], [Kubernetes], [Terraform], [CI/CD]

AI Tools: [Tool 1, Tool 2] — [quantified impact, e.g., 'reduced X by Y%']

Data: [Database 1, Database 2, Database 3]

■ **TIP: List 15-20 skills. Match keywords from job description!**

PROFESSIONAL EXPERIENCE

[Job Title]

[Company Name] | [City, State] | [Start Date] – Present

- [Action verb] + [what you did] + [tools used] + [quantified result with %/\$/#]
- [Action verb] + [what you did] + [tools used] + [quantified result with %/\$/#]
- [Action verb] + [what you did] + [tools used] + [quantified result with %/\$/#]
- [Leadership/mentoring achievement with team size]

■ **TIP: Use PAR formula: Problem → Action → Result. Always include numbers!**

[Previous Job Title]

[Company Name] | [City, State] | [Start Date] – [End Date]

- [Action verb] + [what you did] + [quantified result]
- [Action verb] + [what you did] + [quantified result]
- [Action verb] + [what you did] + [quantified result]

[Earlier Job Title]

[Company Name] | [City, State] | [Start Date] – [End Date]

- [Action verb] + [what you did] + [quantified result]
- [Action verb] + [what you did] + [quantified result]

CERTIFICATIONS

- [Certification Name] – [Issuing Organization] ([Year])
- [Certification Name] – [Issuing Organization] ([Year])

■ **TIP: Include both acronym and full name (e.g., 'AWS Certified Solutions Architect (AWS CSA)')**

EDUCATION

[Degree Name]

[University Name] | [Year]

- *[Relevant coursework, honors, or achievements]*

■ HOW TO USE THIS TEMPLATE

1. SKILLS-FIRST FORMAT

Place your Core Skills section near the top. ATS systems and recruiters scan this first. Include 15-20 targeted skills that match the job description.

2. QUANTIFY EVERYTHING

Every bullet point should include a number: percentages, dollar amounts, team sizes, time saved, users served. 'Improved system efficiency' is weak. 'Reduced API latency by 65%' is strong.

3. USE THE PAR FORMULA

Problem → **Action** → **Result**. Example: 'Faced with slow deployments (P), implemented CI/CD pipeline using GitHub Actions (A), reducing deployment time by 60% (R).'

4. SHOW AI LITERACY

Don't just list AI tools — show impact. Wrong: 'Proficient in GitHub Copilot'. Right: 'Integrated GitHub Copilot reducing code review time by 40%'.

5. ATS OPTIMIZATION

Use standard section headers (Work Experience, Skills, Education). Include exact keywords from job posting. Avoid tables, columns, graphics. Save as .docx or PDF.

6. MATCH JOB TITLE

Your headline should match the job title you're applying for. This alone can increase interview callbacks by 3.5x (TalentWorks research).

7. LINKEDIN ALIGNMENT

Your LinkedIn profile should mirror this resume. 50% of hires on LinkedIn rely on skills data. Keep both updated and consistent.

■ QUICK METRICS TO INCLUDE

Performance: Latency reduction %, uptime %, response time improvement

Scale: Users served, requests/second, data processed

Business: Revenue impact, cost savings, conversion improvement

Team: Team size managed, engineers mentored, hires made

Time: Deployment frequency, time saved, deadlines met

Quality: Bug reduction %, test coverage %, code review time