**THE BEST RESUME TEMPLATE**

How long do you think the average person spends reading a resume?

A. 6 Seconds

B. 23 Seconds

C. 1 Minute

D. 3 Minutes

Answer? A. *Six Seconds!*  Yet, your resume is the most important tool for getting you through-the-metaphorical-door for an interview, along with how you apply for the job. You can find more about this in the book,

[*Art of the Job Search*](https://www.amazon.com/Art-Job-Search-Step-Step/dp/0692133305/ref%3Dtmm_pap_swatch_0?_encoding=UTF8&qid=1536792615&sr=1-1)*.*



**FIRST M. LAST**

Address or City • Cell Phone • Email • LinkedIn Profile

Summary

**Professional with [DEGREE] and [INDUSTRY/ FUNCTIONAL] experience; strengths include:**

* Strength 1 – This is the most important part of your resume – for what to include here, check out the book and courses on [Art of the Job Search](https://www.amazon.com/Art-Job-Search-Step-Step/dp/0692133305/ref%3Dtmm_pap_swatch_0?_encoding=UTF8&qid=1536792615&sr=1-1)
* Strength 2
* Strength 3

Professional Experience

**Company** City, State

*Position & Title* Dates employed [20XX – 20XX]

* Bullet 1 – For how to write incredible bullets, check out the book and courses on [Art of the Job Search](https://www.amazon.com/Art-Job-Search-Step-Step/dp/0692133305/ref%3Dtmm_pap_swatch_0?_encoding=UTF8&qid=1536792615&sr=1-1)
* Bullet 2
* Bullet 3
* Bullet 4

**Company** City, State

*Group – Job Title* Dates employed [20XX – 20XX]

* Bullet 1
* Bullet 2
* Bullet 3
* Bullet 4

**Company** City, State

*Group – Job Title* Dates employed [20XX – 20XX]

* Bullet 1
* Bullet 2

Education

**University** City, State

Degree (GPA) Years attended [20XX – 20XX]

* High test scores
* Relevant leadership activities & awards – For what to include, check out the book and courses on

[Art of the Job Search](https://www.amazon.com/Art-Job-Search-Step-Step/dp/0692133305/ref%3Dtmm_pap_swatch_0?_encoding=UTF8&qid=1536792615&sr=1-1)

**University** City, State

Degree (GPA) Years attended [20XX – 20XX]

* Relevant leadership activities & awards
* Test scores (if high/ relevant)

Additional

Interests: Include interests in life (e.g. running, hiking, painting)

Languages: Include any languages you speak or read – be specific and don’t overstate your skills

Skills: Certifications, special skills, etc.