**Jobby McJobface**

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**WORK EXPERIENCE** (your most impressive thing needs to be first, period – i.e., no vague summaries)

**Sheets & Giggles Oct. 2017 – Present**

*Founder & CEO Denver, CO*

* S&G makes sustainable plant-based sheets, mattresses, & pillows from Eucalyptus Lyocell ([SheetsGiggles.com](https://sheetsgiggles.com/)).
* As Founder & CEO, I oversee our core strategies, product roadmap, ops, marketing, and fundraising.
  + Hundreds of thousands of units sold in first 6 years of operation with a 4.8-star average rating.
  + Sub-bullets are for more detail if needed, like key performance stats or a portfolio / website link.
* Core responsibility #3. Pretend this is where they stop reading your resume. You’ve got 10 seconds. Use them.
* Core responsibility #4. (Bullets #1 and #2 can be high-level descriptions of the company and/or your role.)
* Any other items, like tech stacks used, platforms or software you’re competent in, or more color.

**Company Name Month Year – Month Year**

*Job Title City, ST (or just put Remote if remote)*

* Core responsibility #1 / key results / high level summary.
  + **Key Result:** can also be listed like this as a sub-bullet point to really highlight it.
  + **Don’t bold everything all over your resume:** “When everyone is super, no one will be.”
* Core responsibility #2. As your most recent past experience, you can build out a few bullet points here.
* Core responsibility #3. Don’t feel the need to write too much about jobs from over 5 years in the past.

**Company Name Month Year – Month Year**

*Current Job Title | Month, Year – Present City, ST*

* If you’ve been promoted / have held multiple titles at one company, put dates in italics next to each title like so.
* Core responsibility #2. As the jobs get older in your timeline, they’re less relevant and need fewer bullet points.

*Prior Job Title | Month, Year – Month, Year*

* “Prior to my promotion to [current title], I…” core responsibility #1. Older job, less relevancy, 1 bullet is fine.

**Company Name Month Year – Month Year**

*Job Title City, ST*

* Core responsibility #1. Even older job. For past jobs with zero relevance, save space and skip any bullet points.

**EDUCATION** (for early-career candidates with less work experience, you can put this section first before WORK)

**University Name Graduation Month, Year**

*Degree (e.g., B.S.), Majors (e.g., Computer Science) City, ST*

* List your honors like *summa cum laude* or Economics Honors Society; 3.X/4.0 GPA (list only if GPA is over 3.3)
* Any other fun respectable stuff like varsity sports, fraternity/sorority, study abroad, or other tidbits.

**CERTIFICATIONS, SKILLS & INTERESTS** (can put Skills / Certifications first if transitioning your career)

* **Certifications:** If you have relevant ones; otherwise delete this bullet point + “**CERTIFICATIONS**” above
* **Skills** *(plug in your own)***:** Strategic planning; recruiting; PnL modeling; inventory forecasting; brand identity maps; negotiations; Amazon marketing; DTC acquisition & retention marketing; copywriting; logistics; crowdfunding
* **Interests** *(things people will ask about)***:** comedy; weightlifting; composting; yoga; traveling; fishing; Reddit; Seinfeld

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*If you’re feeling grateful and need new sheets, check out our sustainable Eucalyptus bedding at* [*SheetsGiggles.com*](https://sheetsgiggles.com/) *and use code RESUME :-)*

*If you still need 1:1 resume help, after years of being asked, I’ve set up an affordable professional resume review service at* [*SheetsResume.com*](https://sheetsresume.com/)*.*

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