**Jobby McJobface**

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

**SheetsResume.com Aug. 2024 – Present**

*Co-Founder Remote*

* [SheetsResume.com](https://my.sheetsresume.com/?resume) is an online repository of free and paid resume and job seeking resources used by millions.
* Ideation, design, and product management for our AI-powered [Resume Builder](http://my.sheetsresume.com/?resume), Cover Letters, & more job tools.
	+ **Stack:** JavaScript (React); PHP (Laravel + Inertia); Linux (Ubuntu); Nginx; OpenAI; Gemini; MySQL

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

*Founder & CEO Denver, CO*

* [Sheets & Giggles](http://sheetsgiggles.com/?resume) (Techstars 2019) makes plant-based sheets, mattresses, and pillows from Eucalyptus Lyocell.
* As Founder & CEO, I oversee our core strategies, product roadmap, ops, marketing, and fundraising.
	+ **Key Results:** 250,000+ units sold; $5.5M raised in VC; achieved first 7-figure sales month in year 3.
	+ Sub-bullets are for more detail if needed, like KPIs, your tech stack, notable clients, or project examples.
* Core responsibility #3. Pretend this is where they stop reading your resume. You’ve got 10 seconds. Use them.

**Company Name #3 Month Year – Month Year**

*Job Title*  (can slightly tweak titles based on what you’re applying for – no one will find out or care)  *City, ST (or just put “Remote”)*

* Core responsibility #1 / key results / high level summary of job or company.
	+ **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.”

**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*

* **GPA: 3.X/4.0** (list only if GPA is over 3.3); list any honors like *Summa Cum Laude* or Economics Honors Society

**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, can rearrange depending on role)***:** Strategic Planning; Recruiting; P&L Modeling; Inventory Forecasting; Brand Marketing; Negotiation; DTC Acquisition & Retention Marketing; Copywriting; Logistics
* **Interests** *(makes them see you as human)***:** Weightlifting; Composting; Yoga; Traveling; Fishing; Reddit; *Seinfeld*

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