ATS-Friendly Resume Template

A clean, one-column resume template with standard headings that recruiters and applicant tracking systems can read easily.

[YOUR FULL NAME]

[Target job title]

[Phone] · [Professional email] · [City, Country] · [LinkedIn or portfolio URL]

Professional Summary

[2–4 lines: your professional role, years of experience, key strengths with one result, and the type of role you are seeking.]

Experience

[Job title] — [Employer], [City] | [Month Year] – [Month Year or Present]

- [Action verb + task + result, e.g. Reduced invoice processing time by 30% by introducing a shared tracker.]
- [Achievement with a number or clear outcome.]
- [Responsibility that matches the job description.]

[Job title] — [Employer], [City] | [Month Year] – [Month Year]

- [Achievement]
- [Achievement]

Education

[Qualification, e.g. BSc Business Administration] — [Institution] | [Year]

Skills

Technical / tools: [e.g. Excel, HubSpot, SQL]

Professional: [e.g. project coordination, customer service]

Languages: [language (level)]

Certifications (optional)

[Certification name] — [Issuing body] | [Year]

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