

On-line Resume

NAME

Address

Town, State, Zip

Phone

Email

This is a resume sample for uploading, or Copy and Paste into on-line systems that use Applicant Tracking software

Do Not Use Headers, or tables for formatting

Do Not use Logos or graphics, lines borders or special paper

Use 11 or 12 point font, San Serif (Arial , Tahoma , but Not Times Roman)

You may use bold if the words are clear, and it helps you keep track of sections

Headline (No Heading, 1 sentence, why should they hire you? What makes you a good employee?)

Search for and Use Key words and phrases from Job Ad

Can be many pages

Do not upload .pdf

Save as text file (In Word, Use SAVE AS, then choose text file from the drop-down format menu)

WORK EXPERIENCE

Company

City, State

Last / Current Job Title

01/2010 – Present /Put in current date

* Job Duty #1 / Accomplishments (Generally 5 or less bullets

Do Not run any line all the way across the page.

* Job Duty #2

* Job Duty #5

* Job Duty #4

* Job Duty #3

Company

City, State

Previous Job Title

01/2009 – 12/2011

* Job Duty #1

* Job Duty #2

* Job Duty #5

* Job Duty #4

* Job Duty #3

Company

City, State

Previous Job Title

01/2008 – 12/2008

* Job Duty #1

- * Job Duty #2
- * Job Duty #5
- * Job Duty #4
- * Job Duty #3

Company

City, State

Previous Job Title

01/2008 – 12/2008

- * Job Duty #1
- * Job Duty #2
- * Job Duty #5
- * Job Duty #4
- * Job Duty #3

Company

City, State

Previous Job Title

01/2002 – 12/2007

- * Job Duty #1
- * Job Duty #2
- * Job Duty #5
- * Job Duty #4
- * Job Duty #3

Repeat entries for up to 10 years' experience
Include more years and job titles older than 10 years if pertinent to job

EDUCATION

High School Name

City, State

Diploma, area of study if any (No Date)

College, vocational or other schools and training, including certificate courses

RED NOTES are for typing when doing this on your own