

RESUME

[FULL NAME]

[CITY], [STATE] · [PHONE] · [PROFESSIONAL EMAIL]

Classic chronological resume — ATS-safe, single-column, serif-friendly layout suitable for finance, law, government, healthcare, and other traditional industries. Formatted for parsing by Taleo, Workday, Greenhouse, iCIMS, and other applicant tracking systems.

Professional Summary

Professional Experience

[MOST RECENT JOB TITLE] — [MOST RECENT EMPLOYER]

[MOST RECENT CITY STATE] · [MOST RECENT START MONTH YEAR] – [MOST RECENT END MONTH YEAR OR]

[MOST RECENT ACCOMPLISHMENT BULLETS ONE PER]

Education

[DEGREE AND MAJOR] — [INSTITUTION] [GRADUATION DATE OR EXPECTED DATE]

Skills

[HARD SKILLS COMMA SEPARATED]

Compliance and Advisory Notices

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U.S.C. §1324b), employers may not use such information in hiring decisions and applicants should not volunteer it.

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Length guidance — 2 pages. With 5–15 years of experience, a two-page resume is appropriate.

Accuracy acknowledgment. The applicant has confirmed that the information in this resume is accurate and truthful. Intentional misrepresentation may constitute fraud and may be grounds for termination of employment even after hire.

Applicant Accuracy Acknowledgment

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE