**Optimize your resume to get more job interviews**

This free resume template will help you write an ATS-friendly resume. But how do you know what the hiring manager is looking for? What skills and experience should you list to show you’re the best candidate?

[**Jobscan’s resume scanner**](https://www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) **helps you optimize your resume for each job listing so that your application is more attractive to recruiters and hiring managers.**

An optimized resume leads to more responses, more interviews, and more offers for the jobs you *really* want.

*“Honestly, it was like the floodgates opened. Within a week…I was absolutely flooded with contacts and people reaching out.”* [*Kelly, South Carolina, Jobscan User*](https://www.jobscan.co/blog/kelly-built-a-network-and-landed-a-job-in-a-new-city-using-jobscans-linkedin-optimization/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link)

*”It’s the greatest tool that I have seen when it comes to searching for jobs.”* [*Mark Stark, Career Success Coach*](https://www.jobscan.co/blog/why-this-career-coach-uses-jobscan/https:/www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link)

*“We’re seeing easily 30% or more increase in calls from recruiters when our students use Jobscan to tailor their resumes.”* [*Jeffrey Stubbs, Director, Baylor University Career Center*](https://www.jobscan.co/blog/jobscan-case-study-baylor-university/https:/www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link)

It’s frustrating to apply for dozens of jobs and not get any interviews. Use [Jobscan](https://www.jobscan.co/https:/www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) to optimize your resume, cover letter, and LinkedIn profile.

**90% of Jobscan Premium users landed an interview.**

Jobscan users have been hired by:

Logo

Description automatically generated with medium confidenceLogo

Description automatically generated with medium confidence

[Logo

Description automatically generated](https://www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link)

**SARA DRAYER**

*City, State Zip - (713) 555-1234*

*saradrayer@email.com - linkedin.com/in/your-name-here*

**EDUCATION**

*Degree* / Graduation Year, GPA 3.8/4.0

College Name, Location

**RELEVANT COURSES**

* [List courses](https://www.jobscan.co/blog/resume-education-section/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that are directly relevant to the job for which you’re applying.
* Use course titles rather than course numbers.
* Include details of the coursework or special projects that prove you have experience in your target industry.

**HONORS AND ACHIEVEMENTS**

* Include things like being on the Dean’s List (Semesters, Years)
* Mention high placements in competitions (especially if it’s relevant to the job)
* Add other distinctions

**SOCIETIES AND EXTRACURRICULARS**

* List your most relevant fraternities/sororities, clubs, teams, etc.
* Include your role within the organization. Always try to tie any information back to the job.

**WORK EXPERIENCE**

*Job Title* / Company 2, Location MM/YYYY - MM/YYYY

It’s OK that you don’t have much [work experience](https://www.jobscan.co/blog/entry-level-resume/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) as a recent grad. Having industry-relevant [internships](https://www.jobscan.co/blog/perfect-summer-internship-new-grad-opportunity/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) will help, but any professional experience will be helpful.

*Job Title* / Company 1, Location MM/YYYY - MM/YYYY

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.