**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)

**LAMAR WHITE**

*City, State Zip • (555) 555-1234*

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

Add a strong [resume summary](https://www.jobscan.co/blog/resume-summary/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) here that highlights what it is you do, the types of companies you’ve worked with, and why you’re great at your job. Experience, specializations, areas of interest, etc.

**- EXPERIENCE -**

*Company 4, Location - Job Title (mm/yyyy) - present*

* When writing your experience section for a management position, be sure to focus on the teams you managed and the outcomes they were able to achieve.
* Tailor your resume by focusing on skills and [accomplishments](https://www.jobscan.co/blog/resume-accomplishments-examples/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that relate to the job description, rather than simply listing your day-to-day duties.

*Company 3, Location - Job Title (mm/yyyy) - (mm/yyyy)*

* Try replacing some of your duties with measurable results and accomplishments rather than duties. Remember, “duties tell, accomplishments sell.”
* To create a strong measurable result, try this format: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, $, etc. will draw the eye and make an impact].

*Company 2, Location - Job Title (mm/yyyy) - (mm/yyyy)*

* Keep your sentences short and to the point. This will make it easier for a recruiter or hiring manager to read or skim.
* For your more recent positions, really play up your management skills. Your older positions will give you an opportunity to delve deeper into your technical know-how and [hard skills](https://www.jobscan.co/blog/soft-skills-vs-hard-skills/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link).

*Company 1, Location - Job Title (mm/yyyy) - (mm/yyyy)*

* Recruiters like to see the arc of your career. Make sure your resume conveys how your responsibilities have increased from one stop to the next.
* It’s OK to leave positions off your resume if they aren’t relevant to the job you’re pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

**- EDUCATION -**

*Degree - College Name, Location Graduation Year (yyyy)*