**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-examples&utm_campaign=all-examples&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-examples&utm_campaign=all-examples&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/?utm_medium=referral&utm_source=resume-examples&utm_campaign=all-examples&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/?utm_medium=referral&utm_source=resume-examples&utm_campaign=all-examples&utm_content=internal-link)*

It’s frustrating to apply for dozens of jobs and not get any interviews. Use [Jobscan](https://www.jobscan.co/?utm_medium=referral&utm_source=resume-examples&utm_campaign=all-examples&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

**SAM HILL**

Albany, NY • (555) 555-1234 • samhill@email.com • linkedin.com/in/sam-hill

**Executive Personal Assistant**

I’m an ambitious and dynamic young professional with a passion to wake up every day feeling excited about the work I do. I am responsible, dependable, and can quickly become polished in any task that is given to me. As a high-achiever, I push myself to be the best at everything I do. I may not have all the answers, but I will always find a solution whether helping clients manage their day-to-day schedule, personal brand, finances, or work and home logistics.

Operations Excellence |Account & Budget Management | Email and Social Media Management| Quality Assurance | Communications Management | Agile Methodology | Continuous Improvement | Organization & Scheduling |Logistics | Team Building | Relationship Management | Complex Communication

**WORK EXPERIENCE**

**Kate Spade, New York, NY • Executive Personal Assistant • (06/2014) - Present**

* Administered accounts and budgets.
* Organized and maintained appointments, incoming emails, faxes and posts, often corresponding on behalf of management.
* Screened phone calls, inquiries and requests, and handled them when appropriate.
* Negotiated with clients often involving crucial decision-making tactics, attended meetings and ensured managements readiness and preparation.
* Coordinated travel, visas and accommodations and, occasionally, traveled with management, took notes or dictation at meetings and provided general assistance during presentations.

**Rogers, Inc, Detroit, MI • Office Assistant • (06/2011 - 06/2014)**

* Served as regional administrative support contact for Leasing Agents and Assistants; resolved issues remotely across two regions.
* Increased efficiency by acting as liaison between 20+ agents and the regional directors to streamline requests and fulfillments. Developed and implemented new timeline structure that ensured consistency in report submission and established specific deadlines for documents.
* Administered expense and travel policies by working with the accounting team to become the departments' subject matter expert on the expense report management software.
* Managed the workflow of temporary assistants; ensured adherence to corporate policies. Facilitated new hire requirements and assisted with employee orientation and training.

**Education**

University of Central Florida, Orlando, FL - B.A. Event Management

(2010)