**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

**JENNIFER JOBSCAN**

Seattle, WA 98101 • (555) 555-1234 • jenniferjobscan@email.com • linkedin.com/in/jennifer-jobscan

**RECRUITER**

Innovative self-starter who founded and provided strategic direction, business development, and program leadership for a recruiting organization. Built global corporate partnerships to collaborate with educational agencies and institutions.

Leadership | HR Management | Strategic Planning | Process Improvement | Performance Evaluation Training & Development | Employee Relations | Compensation & Benefits | Payroll | Compliance Communication | Employee Engagement | Issue Resolution | Problem Solving | Relationship Management

**WORK EXPERIENCE**

**Recruiting by JJ, Seattle, WA • Owner • (08/2016) - Present**

Oversee human resource activities for companies, including posting opportunities, managing applications and processing documents.

* Address customer comments, concerns, complaints and praises.
* Arrange fundraising opportunities for non-profit organizations.
* Developed an internship program to provide marketing experience.

**Butler University, Career Center, Indianapolis, IN • Associate Director • (09/2011 - 06/2017)**

Provided direct supervision to Career Center team including two full time staff members, four undergraduate student assistants, and two graduate student assistants.

* Oversaw four internship Scholarship Programs and Internship Operations, including the Internship Board.
* Oversaw Student Employment Programs for on campus departments and not-for-profit organizations serving over 2,400 students.
* Served as the primary liaison between the Career Center and the Bayh College of Education.
* Counseled, educated, and advised students, alumni, and community members through individual appointments regarding but not limited to, choosing a major, choosing a career, writing a resume and cover letter, and practice interviews.
* Developed employer relationships with Indiana Charter Schools and Districts.

**Indiana University at Indianapolis, Indianapolis, IN • Assistant Director/Advisor • (07/2010 - 09/2011)**

Provided academic advising, including assistance with the development of an educational plan, to new and undecided students.

* Managed student academic advising load to promote retention utilizing follow-up sessions, workshops, etc.
* Utilized a communication plan to promote retention, follow-up sessions, workshops and to assist in developing professional relationship with advisees.
* Assisted with new student orientation.
* Maintained advising records, computerized system, and track student progress.

**EDUCATION AND CERTIFICATIONS**

University of Illinois, Champaign, IL • Master of Science, Student Affairs and Higher Education

(2010)

Butler University, Indianapolis, IN • Bachelor of Science, Accounting & Legal Studies

(2008)