2Actify™

Resume Structure Template

As you create your resume, make impactful skills and achievement statements first, followed by experience and examples. Be sure to include your LinkedIn profile url at the top where you have your contact information.

Try to keep your resume within 2 pages, no smaller than 10pt. font, and customize the summary, achievements and their value to the job requirements. 10 years of employment history is okay, but beyond that, the description should be brief.

Suggested order of headings:

1. **SUMMARY** (OF YOUR SKILLS AND ACHIEVEMENTS). This section should   clearly state what you're good at, your passion and job objective. It should be   customized to each role you're interested in using key words from a job description and [SOFT SKILLS](#). For example:
    Apply my engineering background and X skills as a project manager for new   product development at an innovative medical device manufacturing company.

2. LIST OF **SKILLS: your skills with emphasis on** those in the job description

Statistical and Mathematical	Problem-solving
Techniques for Machine Learning	Team Player
Big Data Analysis	Communication Skills
Medical Devices	Leadership
Training	Analytical

3. **KEY ACHIEVEMENTS**: BULLET POINTS of 3-5 achievements and the value you've added as a result as they relate to the position you're applying for. (These achievements stand out for you!)

4. **PROFESSIONAL EXPERIENCE** lists your experiences as they relate to what you did and the quantitative or qualitative value of your contribution (%, $ saved or generated, or how you "streamlined operations" to save employee time, as examples).
    ● Begin with action verbs and include soft skills: *Developed a new product idea by leading the engineering and marketing group through a customer challenge that needed a solution. Projected revenue is $1M over 90 days.*
    ● After 10 years, your descriptions or achievements list will be short because it's dated, but whatever you say, relate the value you added to the current position requirements.

5. **TECHNICAL SKILLS** list the platforms you are familiar with: Microsoft office, Python, SalesForce CRM, etc.
6. **EDUCATION**
7. **PUBLICATIONS** for PhDs should be provided as an addendum.