KEITH O’DONNELL

*City, State Zip - (555) 555-1234 - keithodonnell@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. Key skills include:

Skill 1 - Skill 2 - Skill 3 - Skill 4

Skill 5 - Skill 6 - Skill 7 - Skill 8

**WORK EXPERIENCE**

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

* Tailor your experience sections to the job description. Don’t use up too much of your space detailing daily duties that aren’t relevant to the job for which you’re applying.
* Study the job listing to figure out what’s most important to the hiring manager.
* Use important [resume keywords](https://www.jobscan.co/blog/top-resume-keywords-boost-resume/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) and accomplishments that speak to your ability to execute.

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

* Work the hard skills and keywords found in the job description right into your resume. That said, simply listing the keywords in these dedicated skills sections is not enough.
* Recruiters want to see context that proves that you actually possess the skill.
* For example, if you mention a piece of software like Microsoft Excel, Adobe Photoshop, or AutoCAD, mention the types of projects it was used for.

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

* Recruiters like to be able to get an idea of why you move from company to company. Demonstrate your increasing impact and responsibility from job to job.
* This shows the recruiter that you’re capable of taking on more and more and gives them an idea of where your career is heading.

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

* You don’t need to include every job you’ve ever had on your resume. Stick to the jobs that are most relevant and demonstrate your career trajectory.
* For example, if you are a Project Manager, you probably don’t need to mention the supermarket job you had as a teenager.

**EDUCATION**

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