KNOWN QUANTITY

Resume Quick Guide

How to fill in your template so it gets past the software and holds a recruiter’s attention.

1. Write bullets that show results

Use this formula for every bullet: action verb + what you did + the result. Put a number in the result whenever you can: time saved, money, percentages, volume, people.

Before and after

- Before: Responsible for weekly reports.
- After: Automated the weekly sales report in Excel, cutting prep time from 5 hours to 30 minutes.
- Before: Helped customers with issues.
- After: Resolved 40+ customer issues a week with a 96% satisfaction score.

2. Make it easy for applicant tracking systems

- Keep standard headings: Summary, Experience, Education, Skills. These templates already use them.
- Keep your contact details in the body of the page, not in a header or footer.
- Mirror the exact words in the job posting (tools, skills, titles) where they’re true for you.
- Use one column for the main content. Avoid text boxes, images and icons for key information.
- Send the file type the posting asks for. If it doesn’t say, a PDF keeps your layout; a .docx is the most widely parsed.

3. Keep it tight

- One page for under about 10 years of experience; two pages are fine beyond that.
- Three to five bullets for recent roles, one or two for older ones.
- Lead with the experience that matches the job you want, not just the most recent tasks.
- Cut duties everyone in the role does. Keep what you did better or differently.

4. Action verbs to start your bullets

Leading: Led, Directed, Managed, Coordinated, Supervised, Mentored, Coached, Owned, Spearheaded, Headed

Building: Built, Created, Designed, Developed, Launched, Established, Introduced, Implemented, Set up, Wrote

Improving: Improved, Streamlined, Automated, Simplified, Reduced, Cut, Accelerated, Upgraded, Restructured, Fixed

Analyzing: Analyzed, Forecasted, Modeled, Measured, Audited, Assessed, Identified, Investigated, Tracked, Reconciled

Delivering: Delivered, Completed, Achieved, Exceeded, Generated, Increased, Grew, Saved, Secured, Won

Working with people: Partnered, Negotiated, Presented, Trained, Advised, Persuaded, Resolved, Supported, Collaborated, Recruited

5. Before you hit send

- Your name, phone, email and LinkedIn are correct and clickable.
- The job title and company in your cover letter match the posting.
- Every bullet starts with a verb, and most have a number.
- Dates are consistent (for example, Mar 2022 – Present everywhere).
- No typos: read it out loud once, then backwards one line at a time.
- The file name is professional: Firstname-Lastname-Resume.pdf.
- You saved a copy tailored to this job, not your only master copy.

Editing in Word or Google Docs

Word: open the .docx and type over the sample text. Google Docs: upload the .docx to Google Drive, open it, then choose File > Save as Google Docs. Fonts are Arial, which every program has.

These templates are free from Known Quantity LLC: use them, change them and share them. A free job application tracker and more templates are at knownquantityllc.com/templates.