

FlexJobs Samples: Resumes for Remote and Flexible Jobs

The following sample resumes offer a variety of formats, colors, and information presentations. Look at each and think about which format or combination of formats would work best for you.

Considerations for your choice of resume style:

- Is your career field of choice more traditional and conservative? Or more modern or creative? Your resume should match.
- How comfortable are you formatting your own resume? If your answer is “not very,” that’s okay! You may want to stick to the more simple and clean formats below.
- You may want to combine elements from several different resume formats or build your own resume with inspiration from these. Go for it! The best resume is one that is built to best reflect *you* and *your* unique experience.

All of the formats below have been created by the FlexJobs career coaching team to be as compatible as possible with the scanning and parsing process of most Applicant Tracking Systems (ATS).

- FlexJobs Sample Resume #1: Simple and Straightforward, with a Resume Gap
- FlexJobs Sample Resume #2: Colorful and Modern
- FlexJobs Sample Resume #3: Multiple Jobs with One Company
- FlexJobs Sample Resume #4: Clean and Modern
- FlexJobs Sample Resume #5: Classic and Updated, with a Resume Gap

FlexJobs Sample Resume #1: Simple and Straightforward

Sidney Marie Miller

City, State Abbrev. | (555) 555-5555 | gaplicant@gmail.com | www.linkedin.com/in/yourprofilelink

Dedicated Nonprofit Program Director

Motivated professional with over 20 years of Information Technology experience focused on operational leadership, technical operations, and business strategy. Proven history of effectively managing and motivating systems engineers, administrators, and IT support teams for Fortune 500 companies. Lead by example and focus on self-empowerment and team development. 5 years of effective remote work experience.

SKILLS SUMMARY

Mentor and Manage IT | IT Governance | Project Management | Networking Support | Troubleshooting
Software Lifecycle | Engineering | Data Center Management | Written and Verbal Communication

PROFESSIONAL EXPERIENCE

Program Director 01/2015 – Present
Nonprofit Inc. Irvine, CA

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

Planned Career Break 09/2013 – 12/2014

- Took intentional pause to focus on full-time caregiving; Excited and energized to return to work
- Proactively pursued certifications through remote learning in QuickBooks 2019 and Microsoft Office

Senior Customer Service Technician (Remote) 04/2007 – 08/2013
Amazing Service LLC Irvine, CA

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

TECHNOLOGY SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Remote communication: email, phone, videoconferencing (Skype, GoToMeeting, Zoom), Google Drive
- Adapts quickly to new and changing technology

EDUCATION AND TRAINING

Bachelor of Arts, Business Administration, College University Boston, MA

- Concentration: Management Information Systems

FlexJobs Sample Resume #2: Colorful and Modern

Shaun Russell

Seattle, WA | phone number | emailaddress@gmail.com | www.linkedin.com/in/yourprofilelink

Professional Summary

Proactive, enthusiastic, and customer-oriented **Project Manager** possessing comprehensive experience with commercial, government and academic organizations. Successfully collaborating with team members at all levels within an organization. A strategic thinker who can quickly spot relevant patterns and issues with the ability to creatively problem solve to resolution. Fostering positive business relationships by demonstrating high levels of dependability, integrity, and resourcefulness.

Project Management | Project Coordination | Leadership | Data Analysis | Critical Thinking | Attention to Detail | Copy Editing | Report Writing | Administration | Organisation and Prioritising | Results Driven | Conference Planning
Academic Writing | Administration | Target Oriented | Problem Solving | Time & Task Management | Effective Verbal & Written Communication | Presentations | Budgets & Finance

Experience

Job Title

MM/YYYY - Present

Company Name, City, State / Country

Brief summary of the scope of the role and key skills used in the role.

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

Job Title (Partial Remote Work)

MM/YYYY - MM/YYYY

Company Name,

Company Name, City, State / Country

Brief summary of the scope of the role and key skills used in the role.

- Job duty and accomplishment
- Job duty and accomplishment
- Job duty and accomplishment

Education & Certifications

Master of Business Administration (MBA), University Name, City, State / Country

Bachelor of Science in Mathematics (BS), University Name, City, State / Country

Project Management Professional (PMP) Certification, Certifying Organization, Year

Technology

Microsoft Office Suite (Word, Excel, PowerPoint, Project, Visio, OneDrive), Google Suite (Drive, Docs, Sheets, Slides, Chat, Hangouts), Skype

Adopting new technology quickly, independently, and efficiently

FlexJobs Sample Resume #3: Multiple Jobs with One Company

SUSAN TOSCADERO
POSITION TITLE APPLYING

City, State 01258 | 123.456.7890

firstlast@gmail.com | www.linkedin.com/in/INSERTINFOHERE

PROFESSIONAL SUMMARY

Enthusiastic, proactive, and solution-driven **Position Applying** possessing comprehensive experience providing remote customer technical support within distributed team environments. Highly qualified to drive superior client satisfaction and brand loyalty through inbound and outbound channels. Reputed expertise in resolving complex situations and creating memorable customer experiences.

CORE STRENGTHS

Technical Support | Customer Service | Computer & IT | Analysis | Functionality | Operating Systems | Remote Issue Identification | Timely Resolution | Up to Date | Documentation | Pattern Recognition | Internet Savvy
Attention to Detail | Detailed Workflows | Multitasking Multiple Windows and Programs | People Skills

PROFESSIONAL EXPERIENCE

COMPANY NAME | REMOTE

07/2010 - Present

Job Title

05/2018 - Present

- Mention any promotion or positive reason for job change within company
- Accomplishment
 - Tasks are what you've done. Accomplishments are what happened because of your tasks.
 - Use the SAR method to turn a task into an accomplishment.
 - Write about the Situation, the Action (your task), and the Result.
 - What were the results of each of your tasks? What was accomplished because you completed that task? What goals did you reach? Who was helped? What was improved? How did the company benefit as a result of you doing that task?
- Accomplishment

Job Title

03/2015 – 04/2018

- Mention any promotion or positive reason for job change within company
- Accomplishment
- Accomplishment

Job Title

07/2010 – 02/2015

- Accomplishment
- Accomplishment

TECHNOLOGY

Remote collaboration tools: Zoom, Google Chat, Hangouts, GoToMeeting, SharePoint, GoToWebinar, Dropbox

Document Software: Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Drive (Docs, Sheets, Slides)

Additional: Salesforce, Cisco Catalyst, LAN, AD, SCCM, VMware, vSphere, NIST, RMF, Remedy

Adopting new technology quickly and independently

EDUCATION

Bachelor of Science: *Information Communications Technology*, Name of University, City, State

FlexJobs Sample Resume #4: Clean and Modern

Colin Luong

BUSINESS DEVELOPMENT LEADER

City, State / Country and Remote | (555) 555-5555 | emailaddress@gmail.com | www.linkedin.com/in/yourprofilelink

SUMMARY OF QUALIFICATIONS AND KEY SKILLS

Customer-focused, impact-oriented, self-starting business development professional. Repeatedly recognized for delivering and exceeding aggressive business goals through expert lead generation, business development, and sales management. Works well remotely and on-site with teammates, clients, management, and senior-level officers.

Account Management | Solution Sales | Sales Process | Sales Management | Process Improvement
Inside Sales | Field Sales | Direct Sales | Channel Sales | Sales Cycle Compression | Customer Service
Cross-selling | Up-selling | Renewals | Account Closures | Cross Functional Collaboration
Analysis | Negotiation | Highly Organized | Independent and Team Work | Remote Work

PROFESSIONAL EXPERIENCE

Company Name

100% Remote Work for 12 months | Boston, MA

JOB TITLE AND RELATED TITLES

MM/YYYY – MM/YYYY

- Key responsibilities and job duties
- Key responsibilities and job duties

Results:

- Results of work – accomplishments – quantify when possible
- Add what you're recognized or relied on for by teammates and managers

Company Name

Partial Remote Work | Boston, MA

JOB TITLE AND RELATED TITLES

MM/YYYY – MM/YYYY

- Key responsibilities and job duties
- Key responsibilities and job duties

Results:

- Results of work – accomplishments – quantify when possible
- Add what you're recognized or relied on for by teammates and managers

TECHNICAL PROFICIENCIES

- **CRM, Sales, and Business Programs:** Salesforce, Siebel, Web CRM, Microsoft Office: Word, Excel, PowerPoint, Oracle, ADP, Avaya, LinkedIn & LinkedIn Recruiter, Google Apps
- **Remote Work Programs:** Slack, Microsoft Lync, Box, Dropbox, Google Drive, Google Apps, Outlook, Gmail, GoToMeeting, WebEx, Skype

EDUCATION

Bachelor of Science (BS) in History and Political Science

University Name, City, State / Country

FlexJobs Sample Resume #5: Classic and Updated

Desiree Garcia

JOB TITLE HEADLINE

(555) 555-5555 | emailaddress@gmail.com
Remote Work and City, State | www.linkedin.com/firstnamelastname

Summary of Qualifications and Key Skills

Customer-focused, impact-oriented, self-starting business development professional. Repeatedly recognized for delivering and exceeding aggressive business goals through expert lead generation, business development, and sales management. Works well remotely and on-site with teammates, clients, and senior-level officers.

Awarded "Top Producer" three consecutive years, while generating annual revenue increases of 18%.

Account Management | Customer Service | Solution Sales | Sales Process | Sales Management and Leadership
Process Improvement | Written and Verbal Communication | Independent and Team Work | Remote Work
Inside Sales | Field Sales | Direct Sales | Channel Sales | Sales Cycle Compression | Technology Savvy

Professional Experience

CAREER BREAK

MM/YYYY – MM/YYYY

- One of multiple people laid off due to a change in company strategy during the economic downturn
- Consistently received outstanding performance reviews from leadership and peers; parted with the team and company on good terms

JOB TITLE (RELATED TITLES)

MM/YYYY – MM/YYYY

Company Name

Partial Remote Work | City, State

- Key responsibilities and job duties
- Results of work – accomplishments – quantify when possible
- Add what you're recognized or relied on for by teammates and managers

JOB TITLE (RELATED TITLES)

MM/YYYY – MM/YYYY

Company Name

City, State

- Key responsibilities and job duties
- Results of work – accomplishments – quantify when possible
- Add what you're recognized or relied on for by teammates and managers

Technology

- **CRM, Sales, and Business:** Salesforce, Siebel, Web CRM, Microsoft Office (Word, Excel, PowerPoint, Outlook), Oracle, ADP, Avaya, LinkedIn & LinkedIn Recruiter
- **Remote Communication and Collaboration:** Slack, Zoom, Google Drive (Docs, Slides, Sheets, etc.), Microsoft Teams, Microsoft Lync, Box, Dropbox, Outlook, Gmail, GoToMeeting, WebEx, Skype
- **Enjoys learning new technology quickly and independently**

Education and Training

Bachelor of Science (BS) in History and Political Science

University Name, City, State / Country

Lean Six Sigma Certification | 100% Online Platform

Provider Name, City, State / Country