



FLEXJOBS SAMPLES: RESUMES



Created by the [FlexJobs Career Coaching Team](#): Personalized Support, Resume Reviews, and More!

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). To save space, these are one-page samples. For most people, a resume can be up to two pages long.

- 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: Hybrid Resume, 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/firstlast

Dedicated Program Director

Motivated professional with extensive 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 (Hybrid Remote) 01/2015 – Present
Nonprofit Inc. Irvine, CA

- Coordinate schedules and other comprehensive duties in a 100% remote environment
- Job duty and accomplishment
- Job duty and accomplishment

Planned Career Break 09/2013 – 12/2014

- 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, succeeding through outstanding self-management skills and a strong ability to focus

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

- Worked remotely and independently to support 50+ customer calls daily, earning a 98% satisfied rating
- 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

City, ST and Remote | phone number | emailaddress@gmail.com | www.linkedin.com/in/yourprofilelink

Professional Summary

Proactive, enthusiastic, and customer-oriented **Certified Project Manager (PMP)** possessing comprehensive experience within 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 | Administration | Budgets and Finance
Presentations | Copy Editing | Report Writing | Conference Planning | Academic Writing | Attention to Detail
Time and Task Management | Effective Verbal and Written Communication | Organization and Prioritizing
Critical Thinking | Results Driven | Target Oriented | Problem Solving | Growth Mindset

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 (Hybrid Remote Work) MM/YYYY - MM/YYYY

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 (BSc), University Name, City, State / Country

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

Technology

Remote Communication and Project Management: Zoom, Skype, Slack, Microsoft (Teams, Project, OneNote, OneDrive), G Suite (Chat, Hangouts, Drive), GoToMeeting, GoToWebinar, FileZilla, Cisco WebEx, Remote Desktop Application

Document Management: Microsoft Office (Word, Excel, PowerPoint, Visio), Google Drive (Docs, Sheets, Slides)

Additional: WordPress, HTML, Camtasia, Adobe Creative Cloud (Photoshop, Illustrator, InDesign, XD)

Adopting new technology quickly and independently

FlexJobs Sample Resume #3: Multiple Jobs with One Company

SUSAN TOSCADERO

City, ST Zip | 123.456.7890

POSITION TITLE APPLYING

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

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 and 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.
 - As you would in an interview, use the [STAR method](#) to turn a task into an accomplishment.
 - Write about the **Situation**, **Task**, **Action**, 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 – 05/2018

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

Job Title

07/2010 – 03/2015

- Accomplishment
- Accomplishment

TECHNOLOGY

Remote Collaboration Tools: Zoom, Google Workspace (Chat, Hangouts, Drive), GoToMeeting, GoToWebinar, Dropbox

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

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

Skillfully 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/firstlast

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 **Hybrid 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

ADDITIONAL RELATED EXPERIENCE

JOB TITLE AND RELATED TITLES, Company Name **Boston, MA**

- Key responsibilities and job duties

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 Hybrid

Desiree Garcia

JOB TITLE HEADLINE

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

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

Highlighted Contributions

- Accomplishment from prior experiences that you want to highlight to employer
 - Tasks are what you've done. Accomplishments are what happened because of your tasks.
 - As you would in an interview, use the [STAR method](#) to turn a task into an accomplishment.
 - Write about the **Situation**, **Task**, **Action**, 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
- Accomplishment

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

Hybrid 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

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

Education and Training

Bachelor of Science (BS) in History and Political Science

University Name, City, State / Country