

How to Use This Template to Write Job-Winning Resumes



This template will help you create job-winning, ATS-friendly resumes with ease. Use the built-in guidance, content formulas, examples and AI prompts to write clear, confident resumes that stand out.

● WRITE YOUR RESUME CONTENT

Strong resumes focus on accomplishments, not duties, to highlight your impact and value.

Follow the built-in guidance to craft achievement-based statements that showcase your skills and experience, focusing on what you did, how you did it and why it mattered.

● CHOOSE YOUR TEMPLATE LENGTH

Use a one-page template if you have four or fewer positions of relevant work history.

Use a two-page template if you have five or more positions, extensive accomplishments or senior-level experience, focusing on your most relevant experience within the last 10–15 years.

● INSTALL THE PROVIDED FONTS (BEFORE OPENING THE TEMPLATE)

- Unzip the provided font folder from the ZIP file.
- Double-click each .ttf file inside the unzipped folder, then click Install when the font installer window opens.
- Restart Microsoft Word to ensure the font loads properly before opening the resume template.

● MAKE A COPY OF YOUR CHOSEN TEMPLATE

- Make a copy of the one- or two-page resume template file so you can always return to the original.
- If you need more space, copy Page 2 from the two-page template and paste it at the end of your resume to extend the layout.

[Need Help? If you have questions, see the FAQs and reach out here for assistance.](#)

Scroll down for how to add your content into the template



How to Use This Template to Write Job-Winning Resumes



Add your resume content into the template and adjust sections as needed. Follow the built-in guidance, formulas, and examples as you write. Optional AI writing prompts are also available for additional support.

ADD YOUR CONTENT

- Click the text in each section to replace the placeholder content, using the built-in examples as your guide.
- Use Ctrl + Shift + V (Windows) or ⌘ + Shift + V (Mac) to paste text without formatting so it matches the template style.
- If your name doesn't fit, slightly reduce the font size.
- Update any inconsistent formatting, by selecting text with the correct style, clicking  Paint Format, then clicking the text you want to reformat.

ADD OR REMOVE SECTIONS

To add new sections (e.g., adding a new position):

- Copy an existing formatted section (including headings and bullets).
- Paste it using Paste With Formatting Ctrl + V (Windows) or ⌘ + V (Mac) to keep the original style.
- Replace the placeholder text with your own content — use Paste Without Formatting Ctrl + Shift + V (Windows) or ⌘ + Shift + V (Mac) when pasting text from elsewhere so it matches the template style.
- Update any inconsistent formatting, by selecting text with the correct style, clicking  Paint Format, then clicking the text you want to reformat.

To remove a placeholder section, simply highlight the text and delete it.

DOWNLOAD YOUR RESUME

Select File → Download → PDF Document or File → Print → Save as PDF.

[Need Help? If you have questions, see the FAQs and reach out here for assistance.](#)

Disclaimer: This template is designed for maximum effectiveness with recruiters and HR professionals, based on current resume market research and best practices. Its fonts, spacing, and layout are optimized for ATS compatibility and a clean, professional appearance. Adjusting core elements such as font style, spacing, or layout significantly may affect its intended performance.

Scroll down for optional AI writing prompts



AI Prompts for Writing Job-Winning, Accomplishment-Based Resumes



Copy these prompts into your AI tool for help drafting impactful, accomplishment-based resume content.

- PROMPT 1: ANALYZE THE ORGANIZATION AND JOB DESCRIPTION**
 - Review the target organization’s mission, values and voice. Identify key themes, language, tone and style that should be reflected in my resume.
 - Review the target position’s job description and identify the most important skills, capabilities, and requirements, as well as how the role connects to the organization’s mission and values.
 - Only analyze and summarize this information — then prompt me to confirm or refine it.
 - Organization content: [Paste relevant text or links (e.g., About, Mission and Values website content)]
 - Job description: [Paste relevant text or include link]
- PROMPT 2: TRANSFORM WORK EXPERIENCE INTO ACCOMPLISHMENT-BASED STATEMENTS**
 - Rewrite my work experience for the [position title] target position, using strong accomplishment statements that demonstrate my impact, relevant capabilities and the value I deliver in each role.
 - Draw from the analysis in Prompt 1, including the organization’s mission, values, voice and the most important skills, capabilities and requirements identified for the role.
 - Begin each role with: Position Title | Organization Name | City, State/Province | MM/YYYY – MM/YYYY
 - Write 2–3 bulleted accomplishment statements per role using this formula: Action you took + Purpose and measurable result (why it mattered) + How you achieved it (relevant high-priority skills).
 - Reflect at least one high-priority skill, capability, or requirement identified in Prompt 1 in each statement. Where relevant, show alignment with the the target organization’s mission and values.
 - Use powerful action verbs and language that demonstrates leadership and impact. Avoid corporate jargon, vague buzzwords or copying exact phrases from the job description and only incorporate high-value keywords where they naturally fit.
 - If a role lacks clear accomplishments, use my resume work history and the Prompt 1 analysis to suggest realistic accomplishment ideas aligned with the target position, then prompt me to confirm or refine them.
 - Here is my current resume: [Paste resume]
- PROMPT 3: IDENTIFY AND ALIGN KEY SKILLS**
 - Based on the priorities from Prompt 1 and the accomplishments developed in Prompt 2, identify the key skills that best support the target position, focusing on those that are both highly relevant to the role and clearly demonstrated through my experience. Organize them using the following format:
 - Technical Skills: Include 6–10 technical or professional skills that strongly align with the role.
 - Programs and Tools: List software, platforms, or systems supported by real experience.
 - Languages (if relevant): List language + (proficiency) only if it meaningfully supports the role.
- PROMPT 4: CRAFT A RESUME SUMMARY**
 - Write a concise, role-aligned resume summary based on the insights from Prompt 1 and the accomplishments developed in Prompt 2, reflecting my professional strengths and the value I bring.
 - Use the formula: "# years of" + your professional field + "experience with a proven track record of" + a key accomplishment or action + "using" + specific skills and personal interests (if relevant) + "to" + a strong action verb + the value you offer an organization.

Disclaimer: These AI prompts are designed to help you create resume content using the built-in guidance and formulas in the resume template. Generative AI may produce inaccurate or misaligned content. Always review the results to ensure they are accurate.