



**OPTIMIZED**

*Resume*

**GUIDE AND TEMPLATE**

**TRANSITIONING TEACHERS**

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**Become An Instructional Designer**



## **What is an Applicant Tracking System (ATS)?**

**How can I optimize my resume to secure interviews ?**



# Scanning Resumes Methods

Hiring managers and recruiters often use a combination of manual review and automated tools to scan resumes.

The format and methods they use can vary based on the company, the industry, and the volume of applications.



## Applicant Tracking Systems (ATS):

- Many companies use ATS software to filter and rank resumes based on specific keywords and criteria.
- Resumes are often scanned for keywords related to the job description. **A human reviewer may not even see those that don't match the criteria.**
- Common ATS platforms include Taleo, Greenhouse, and Workday.



# Scanning Resumes Methods

## Manual Review:

Especially in smaller companies or for high-level positions, hiring managers or recruiters might manually review each resume.

They typically spend a short amount of time, often cited as 6-10 seconds) On an initial scan, they look for standout elements like relevant job titles, companies, or skills.

## Digital Portfolios and Personal Websites:

For specific roles, especially in creative fields, such as instructional design, hiring managers might review digital portfolios or personal websites in addition to traditional resumes.

## Resume Parsing Tools:

Part of ATS helps hiring managers search for keywords and add specific search criteria to find the most qualified applicants.



# Scanning Resumes Methods

## **LinkedIn and Other Social Media:**



Many recruiters and hiring managers will cross-reference a resume with a candidate's LinkedIn profile or other relevant social media. This can provide a more holistic view of the candidate and their professional network.

## **Standardized Formats:**

Some companies might ask applicants to submit their information through online forms or specific templates to standardize the review process.



# Tips for Job Seekers



**Optimize for ATS:** Ensure your resume contains relevant keywords from the job description. Use standard section headings like "Work Experience," "Education," and "Skills."

**Simple Formatting:** Avoid complex designs, graphics, or unusual fonts that might not be readable by ATS software.

**Consistency:** Ensure that your resume, LinkedIn profile, and other professional profiles are consistent regarding job titles, dates, and other details.

**Tailor Your Resume:** Customize your resume for each position you apply for, emphasizing the most relevant experience and skills.



**Remember, while these tools and methods help hiring managers handle large volumes of applications, the content of your resume—your experiences, skills, and fit for the role—is what truly matters.**





**STEP-BY-STEP GUIDE TO HELP  
YOU OPTIMIZE YOUR RESUME  
FOR YOUR NEXT CAREER IN  
INSTRUCTIONAL DESIGN**



# 1

## Understand the Role of an Instructional Designer

*When reviewing instructional design job postings, take the following steps:*

### List Common Requirements



Create a list or spreadsheet to note frequently mentioned skills, qualifications, and responsibilities across job postings.

For instance, you might find that "experience with LMS" or "knowledge of SCORM standards" is a recurring requirement.

### Identify Desired Soft Skills



Beyond technical skills, employers might look for attributes like "strong communication skills," "ability to work in various teams," or "problem-solving abilities."

Highlight these soft skills as they can be transferable from your teaching experience.

### Note Any Specializations



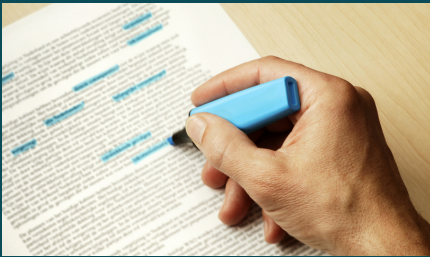
Some positions might focus on specific industries (e.g., corporate training, higher education) or types of content (e.g., mobile learning, gamified modules, finances, construction, real estate, pharmaceutical ).

Identifying these can help you tailor your resume and cover letter more effectively.

1

# Understand the Role of an Instructional Designer

## Highlight Keywords



Use color-coding or highlighting to identify recurring keywords in job descriptions.

These keywords can be integrated into your resume to pass through Applicant Tracking Systems (ATS) and catch the attention of hiring managers.

## Research Companies



If a particular company's job description intrigues you, delve deeper into its mission, values, and the types of projects it handles.

This will prepare you for potential interviews and help you tailor your application to align with the company's culture and goals.

## 2

# Start with a Strong Objective or Summary

Clearly state your intention to transition from education to instructional design. **Highlight your passion for creating effective learning experiences.**



## 3

# Emphasize Relevant Experience

### TEACHING EXPERIENCE

Frame your teaching experience in terms of curriculum development, lesson planning, and student engagement.

### TECHNOLOGY INTEGRATION

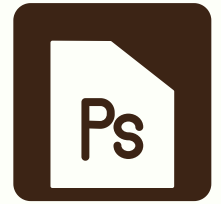
Highlight any experience with e-learning platforms, Learning Management Systems (LMS), or other educational technologies.

### TRAINING & WORKSHOPS

If you've conducted training sessions or workshops, emphasize these as they showcase your ability to design learning experiences for adults

# 4

## Showcase Technical Skills



### E-LEARNING TOOLS

Mention proficiency in tools like Articulate Storyline, Adobe Captivate, or other e-learning software.

### VIDEO EDITING

Highlight skills in video editing tools like Adobe Premiere Pro, Camtasia, or even Canva, especially if you've created educational content.

### GRAPHIC DESIGN

If you're familiar with tools like Adobe Photoshop, Illustrator, Procreate, Canva, mention them. Visual design is a crucial aspect of instructional design.



# 5

## Highlight Soft Skills

- Emphasize any teamwork, especially if you've worked with other educators, administrators, or tech teams.
- Teaching often requires on-the-spot problem-solving. Highlight instances where you've adapted to challenges in the classroom.
- Effective communication is key in instructional design. Please feel free to mention any experience with written communication, such as creating lesson plans, IEPs, research articles, or writing educational content.



**Collaboration**



**Problem-Solving**



**Communication**



6

## Include Relevant Certifications

If you've taken any courses or earned certifications related to instructional design, e-learning, or educational technology, be sure to include them.

7

## Use Action Words and Quantify Achievements

- Use **strong action verbs** like "designed," "implemented," "trained," and "collaborated."
- Whenever possible, **quantify your achievements**. For example, "Designed a curriculum that improved learners' engagement by 20%."

# *Crafting Your Resume*

Interview



## **POWERFUL ACTION WORDS**



# POWERFUL ACTION WORDS TO MAKE YOUR RESUME

## Stand Out



*To elevate the impact of your resume, we have meticulously curated a list of action verbs based on their effectiveness. You can cherry-pick the most fitting words.*

### **Action verbs for technical experience:**

Advanced - Architected-Engineered-Enhanced  
Launched- Remodeled-Refined-Upgraded-Tested

### **Action verbs for leadership and management:**

Championed-Cultivated-Differentiated -Empowered-Enabled-  
Fostered-Identified -Implemented-Integrated-Leveraged-  
Mentored -Orchestrated-Optimized-Reduced-Restructured  
Supervised-Sustained-Trained

### **Action verbs for creative experience:**

Curated-Designed-Modeled-Proofread-Published-Edited-  
Redesigned-Strategized-Storyboarded-Translated-Transformed

### **Action verbs to express communication skills:**

Campaigned-Collaborated-Documented-Instructed  
Presented-Promoted-Spoke-Trained

# POWERFUL ACTION WORDS TO MAKE YOUR RESUME

## Stand Out



### Action verbs to explain responsibilities:

Accelerated-Accomplished-Analyzed-Assembled  
Built-Created-Constructed-Coordinate-Delivered  
Developed-Executed-Expanded-Facilitated-Finalized  
Forged-Guided-Headed-Increased-Initiated-Implemented-  
Operated-Produced

### Action verbs to showcase accomplishments:

Achieve-Amplified-Attained-Chaired-Decreased  
Discerned-Drove-Endeavored-Established  
Exceeded-Founded-Pioneered-Outperformed-Sharpened-  
Sparked-Spearheaded-Streamlined-Strengthened-Supervised-  
Surpassed





**THE PROVEN RESUME  
BLUEPRINT TO WIN OVER  
HIRING MANAGERS**



# CRAFTING YOUR UNIQUE JOB APPLICATION

When a potential role catches your eye, create a fresh document. Name it: "YourName-TargetCompany-Role." This keeps everything organized and at your fingertips.



QUICK TIPS

Now, this document is your canvas. Copy the job description from the website into this space.

**Focus on the core details: the job title and the primary responsibilities.**

## Two Key Steps to Shape Your Application:

### Pinpoint the Skills:

Dive deep into the job description. This helps you understand the role and filter out positions that might not align with your aspirations. As you go through, jot down **every skill or attribute** linked to each responsibility. Highlight these by noting them in **RED**. This isn't just about what you already know; it's about understanding the full scope of the role.

### Recognize Transferable Skills:

By breaking down the responsibilities, you'll start seeing skills that you, as an educator, already possess. These are your transferable skills. Emphasizing them can be your secret weapon to stand out and resonate with hiring managers.

# JOB RESUME

Nick Johnson  
51, New York NY 155715 D  
2344523 (Home)  
E-mail: Johnson78@gmail.com

## HIGHLIGHTING DESIRED SKILLS



**FROM A JOB DESCRIPTION**

***EXAMPLE PROVIDED***

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Ob

man

Profess

2010 – Present  
Assistant Head of A

ORI-Bank

2001-2010

Manager of distribution depart  
Green Life Organization

Department of h

Education



# Highlighted desired skills for a job description


## Learning Content Designer





The Learning Content Designer is responsible for content design and development for various audiences and delivery modes to achieve desired learning outcomes. The Learning Content Designer is also responsible for facilitating and delivering technical and professional learning programs.

Highlighted skills (**Content Design & Development, Facilitation & Delivery, Technical learning programs, Professional learning programs**) 

Essential job functions include:

- Applies learning theories and models to the development of e-Learning modules and courses. (**Learning Theories & Models Application, e-Learning Modules & Courses**) 
- Build instructionally sound, creative, and high-quality learning products to meet organizational needs. (**Instructionally Sound Products, Organizational Needs**) 
- Partner directly with subject matter experts to design and develop engaging content for various audiences and delivery modes (online, webinar, etc.) with clear strategies and tactics to achieve desired learning outcomes. (**Subject Matter Experts Collaboration, Engaging Content Creation - Online-Webinar, Achieve Learning Outcomes**) 
- Visually represent complex concepts and ideas in compelling ways. (**Visual Representation - Complex concepts**) 

- Evaluate and implement high-quality eLearning development solutions. **(eLearning Development Solutions)** 
- Maintain, collaborate with team members, and revise existing learning products, keeping content relevant and efficient while achieving desired learning objectives. **(Maintain & Revise Learning Products, Collaboration with Team Members, reaching defined learning objectives)** 
- Designs and executes learning programs using a variety of methodologies, including classroom, distance, and online learning. **(Learning Methodologies, Classroom, Distance learning, Online learning)** 
- Ability to create effective supporting course materials, including documentation, design documents, and eLearning materials. **(Supporting Course Materials, Documentation, Design documents, eLearning materials)** 
- Demonstrate an ongoing willingness to learn about innovative learning solutions, learning delivery methods and learning content. **(Innovative Learning Solutions)** 
- Project self-confidence, authority, and enthusiasm as well as master a fluid presentation in a classroom environment. **(Presentation Skills, Classroom environment)** 
- Communicate verbally professionally and effectively. **(Professional Verbal Communication)** 

# Crafting Your Unique Job Application



Examine the skills section of the job description and jot down instances or projects where you've applied specific skills. If you spot a gap, note a potential task you can undertake to showcase that ability. This process aids in pinpointing your standout achievements.

## *Example of skills listed on job description*



### **Microsoft Office (Advanced Knowledge):**

- Word: Draft detailed lesson plans, curriculum outlines, and instructional materials, ensuring content is organized and formatted professionally.
- PowerPoint: Design visually engaging presentations for training sessions, integrating multimedia elements like images, charts, and videos to enhance learner understanding.
- Excel: Track and analyze learners' performance data, identify trends, and adjust instructional strategies based on data.)

# Crafting Your Unique Job Application

*Example of skills listed on job description*



## **Content Design and Storyboarding:**

- Use an understanding of instructional strategies and principles to map out the flow of e-learning modules, ensuring content is logically sequenced and builds on prior knowledge.
- Sketch out visual and textual content for each screen of an e-learning module, ensuring a balance between information and interactivity.

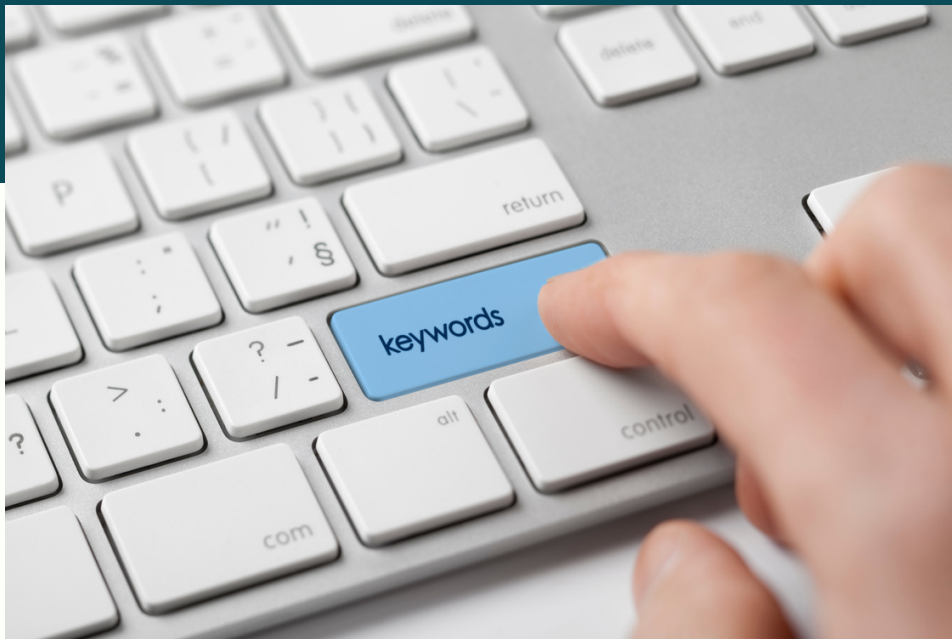
**\*TO DO create a sample of storyboards and design documents for portfolio**

## **E-Learning Design and Development (Articulate, Camtasia, Vyond)**


### **TO DO CREATE SAMPLES FOR PORTFOLIO**

- Articulate: Convert traditional lesson plans into interactive e-learning courses, incorporating quizzes and multimedia elements.
- Camtasia: Record and edit instructional videos, perhaps drawing from classroom lectures or demonstrations, and integrate them into online courses.
- Vyond: Create animated videos to explain complex concepts simply and engagingly.

# Spotting the Right Keywords



**To make your resume resonate with the job description, it's crucial to mirror its language.**

My second step involves meticulously scanning the job description's responsibilities, skills, and qualifications to pinpoint vital words and phrases. I mark these in **YELLOW**. 

Always emphasize the job title by highlighting it in **MAGENTA**. **It's important to remember that matching your job title is often more important than simply using the right keywords.**

It's beneficial to **mark recurring words or phrases**.

Recurrence indicates significance to the hiring team. To make your resume stand out, ensure you incorporate these repeated terms.



The Learning Content Designer is responsible for content design and development for various audiences and delivery modes to achieve desired learning outcomes. The Learning Content Designer is also responsible for facilitating and delivering technical and professional learning programs. **(Content Design & Development, Facilitation & Delivery, Technical learning programs, Professional learning programs)**

Essential job functions include:

- Applies learning theories and models to the development of e-Learning modules and courses. **(Learning Theories & Models Application, e-Learning Modules & Courses)**
- Build instructionally sound, creative, and high-quality learning products to meet organizational needs. **(Instructionally Sound Products, Organizational Needs)**
- Partner directly with subject matter experts to design and develop engaging content for various audiences and delivery modes {online, webinar, etc.} with clear strategies and tactics to achieve desired learning outcomes. **(Subject Matter Experts Collaboration, Engaging Content Creation -Online-Webinar, Achieve Learning Outcomes)**
- Visually represent complex concepts and ideas in compelling ways. **(Visual Representation -Complex concepts)**
- Evaluate and implement high-quality eLearning development solutions. **(eLearning Development Solutions)**
- Maintain, collaborate with team members, and revise existing learning products, keeping content relevant and efficient while achieving desired learning objectives. **(Maintain & Revise Learning Products, Collaboration with Team Members, reaching defined learning objectives)**
- Designs and executes learning programs using a variety of methodologies, including classroom, distance, and online learning. **(Learning Methodologies, Classroom, Distance learning, Online learning)**
- Ability to create effective supporting course materials, including documentation, design documents, and eLearning materials. **(Supporting Course Materials, Documentation, Design documents, eLearning materials)**
- Demonstrate an ongoing willingness to learn about innovative learning solutions, learning delivery methods and learning content. **(Innovative Learning Solutions)**

# CRAFTING A TAILORED RESUME

Once you've dissected the job description, it's time to mold your resume to fit. Start with your standard resume and rename it:

"YourName-TargetCompany-Role.docx"

Kick off by enriching the experience sections with standout achievements that mirror the skills and attributes you've marked in **RED**.

Then, weave in the keywords you've highlighted from the job description.

**Aim to match the exact tense and form**, e.g., "develop" vs. "developed" vs. "developing" or "project manager" vs. "project management." Even if the phrasing feels unfamiliar, remember: the resume is tailored for the job, not your personal preference.

Don't forget about tracking every keyword in the initial draft. The first draft is about experimenting and finding the correct flow.

For the refined draft, juxtapose the job description and your resume.

For every **YELLOW** keyword in the job description, locate its counterpart in your resume. **If it's not an exact match, find a variation.**

# CRAFTING A TAILORED RESUME

In your resume, highlight the matched keyword in **GREEN** and do the same in the job description. This **GREEN** highlight signifies a successful pairing.

Any keywords still in **YELLOW** in the job description indicate they need more emphasis in your resume. Remember, frequently appearing keywords in the job description should be mirrored in your resume for optimal resonance.

**Sections of your resume without any highlights might not be pertinent to the role in question.** Scrutinize these parts and consider trimming them.

However, if removing a section might create a noticeable employment gap, retain the basics: company name, position title, dates, and a concise summary of your contributions.

**Your cover letter is another avenue to integrate vital keywords and phrases.**

# OPTIMIZING YOUR RESUME FOR THE ATS

This highlighting and pairing strategy ensures your resume sails smoothly through the ATS (Applicant Tracking System) filters for optimal resonance.

Use platforms like [JobScan](#) or [ResumeWorded](#). These tools allow you to compare your resume against the job description and pinpoint areas for enhancement.



**Always copy the job description directly from the source website when using these tools. Avoid using your annotated version. The scanners might misinterpret your notes, leading to a skewed score.**

These scanning tools offer valuable feedback, suggesting tweaks in formatting and phrasing to boost your resume's compatibility. They'll also spotlight pivotal keywords and assess your usage. Revisit your job description draft and mark any overlooked keywords.

# Translate Your Teacher Resume

**Joanna  
Rados**

**Address:**  
177 Great Portland  
Street, London W5W  
6PQ

**Phone:**  
+44 (0)20 7666 8555

**Email:**  
joanna.doe@gmail.com

## Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Service focused
- Creative design

## Experience

Web Developer - 09/2015 to 05/2019  
Luna Web Design, New York

## Education

Bachelor of Science: Computer Information Systems - 2014  
Columbia University, NY

## Certificates

PHP Framework (certificate): Zend, Codeigniter, Symfony.  
Programming Languages: JavaScript, HTML5, PHP OOP, CSS, SQL

## Languages

Spanish - C2  
Italian - A1

**EXAMPLE**

**Shaping Your Resume for the Leap:  
From Educator to Instructional  
Designer**





# EXAMPLE

## PROFESSIONAL EXPERIENCE

### Instructional Content Developer (Volunteer Role)

*Springfield High School, Springfield*

August 2017 - Present

- Transformed traditional English curriculum into interactive e-learning modules, leading to a 15% increase in student engagement.
- Integrated multimedia and technology tools, such as Articulate and Camtasia, to design engaging digital learning experiences.
- Spearheaded the development of a virtual literature club, utilizing platforms like Zoom and Microsoft Teams for remote learning.
- Collaborated with interdisciplinary teams to design cross-curricular e-learning activities, enhancing holistic digital learning experiences.
- Provided mentorship in digital content creation to junior educators, sharing best practices in instructional design.

### Digital Learning Advocate

*Lincoln Middle School, Lincolnville*

September 2014 - July 2017

- Introduced and championed the use of digital tools to enhance mathematics instruction, catering to diverse learning styles.
- Developed and launched the "Math Fun Day" e-learning program, showcasing real-world applications of mathematical concepts through interactive digital scenarios.
- Collaborated with special education specialists to design adaptive e-learning modules for students with diverse learning needs.
- Facilitated virtual parent-teacher conferences, utilizing digital platforms to share student progress and e-learning strategies.

### E-Learning Content Creator

*Jefferson Elementary School, Jefferson Town*

August 2011 - August 2014

- Designed and developed digital learning materials for core subjects, enhancing student engagement and understanding.
- Implemented a project-based e-learning approach, encouraging students to explore real-world problems through digital simulations.
- Organized virtual field trips using platforms like Google Earth and virtual museum tours to supplement digital learning.
- Continuously updated digital teaching methodologies by attending online instructional design workshops and webinars.
- Coordinated with educators to digitize annual school events and fundraisers, enhancing community engagement through online platforms.

## Summary

With a decade of expertise in curating and delivering educational content, I've honed the ability to transform complex curricula into engaging and comprehensible learning modules. My proficiency lies in analyzing learner progress, addressing skill gaps, and fostering meaningful connections across organizational levels. My transition from traditional education to instructional design is underpinned by a deep understanding of both domains, making me adept at bridging the gap between conventional teaching and modern e-learning methodologies.



EXAMPLE

## Professional Skills

- **Instructional Delivery:** In-Person, Virtual (via Zoom & Google Meet)
- **Content Creation:** Curriculum Design, Articulate Storyline & Rise, Camtasia, H5P
- **Collaboration Tools:** Google Suite, Microsoft Suite, Basecamp3
- **Learning Management:** eClass LMS, Blended Learning Implementation, Game-Based Learning

## Certifications & Continued Education

- **Villanova University:** Learning Design and Technology

## Professional Experience

### School, location

*Instructor* | Aug 2016 – Present

- Transformed complex curricula into engaging e-learning modules for diverse learners.
- Managed eClass LMS, incorporating tutorial videos, assessments, and interactive lessons.
- Analyzed learner data to enhance performance, presenting findings to key stakeholders.
- Collaborated with SMEs to craft learning materials aligned with objectives.

### Your school, location

*Instructor* | Aug 2015 – June 2016

- Implemented peer-to-peer digital learning, ensuring effective feedback mechanisms.
- Designed curriculum tailored to diverse learning abilities, ensuring engagement and comprehension.

### Your school, location

*Instructor* | July 2014 – March 2015

- Fostered learner engagement through probing questions and collaborative opportunities.
- Partnered with experts to identify and address training needs.

### Your school, location

*Instructor* | Aug 2012 – June 2014

- Led professional training on federal guidelines for annual reports.
- Collaborated with SMEs to develop content, ensuring alignment with learning objectives.

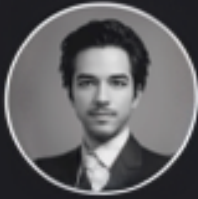
## Education

### Master Interior Design & Architecture

New York Institute of Art & Design

### B.S. Special Education

Universite de Montreal, Canada



# John A Hem

PROFESSIONAL SUMMARY  
Over 10 years of experience in the software development industry. Strong background in front-end development with a focus on user experience and performance optimization.

- PROFESSIONAL SUMMARY
- EDUCATION
- TECHNICAL SKILLS



## PROFESSIONAL SUMMARY

Over 10 years of experience in the software development industry. Strong background in front-end development with a focus on user experience and performance optimization.

EDUCATION  
Bachelor of Science in Computer Science, University of California, Berkeley, 2010-2014

It's best to only showcase your visually appealing resume on your personal website and avoid sending it during the application process. You can also email it to the hiring manager directly before or after your interview.

This is because complicated designs and uncommon fonts could potentially be unreadable to ATS software.



- PROFESSIONAL SUMMARY
- EDUCATION
- TECHNICAL SKILLS

## EDUCATION

Bachelor of Science in Computer Science, University of California, Berkeley, 2010-2014

**YOUR RESUME SHOULDN'T BE MORE THAN 2 PAGES!**

A top-down view of a wooden desk. In the center is a white resume with a dark blue header and footer. The resume has sections for 'Summary' and 'Languages'. To the right is a white cup of black coffee. To the left is a small green succulent. In the bottom left, there are some pink and blue cards, one with an envelope icon. A silver pen is on a white notepad in the bottom right.

**Use the template that  
got me dozens of  
interviews**

## Summary

Developer specializing in front end development. All stages of the development cycle for dynamic web applications. Proficient in numerous programming languages including JavaScript, CSS, MySQL. Strong background in database management.

## Languages

Spanish – C2  
Italian – A1

**SUBMIT A  
STANDARDIZED  
WORD OR PDF  
FORMAT RESUME  
THAT ATS CAN  
READ!**

[Your Full Name]

**GRAPHICALLY  
DESIGNED  
RESUMES  
CANNOT BE READ  
BY ATS**

## CONTACT



## SKILLS

- Curriculum Development
- Learning Management Systems (Saba, Blackboard)
- E-Learning Tools ( Articulate Storyline, Adobe Captivate)
- Program Management
- Video Editing ( Adobe Premiere Pro, Camtasia)
- Leveraging AI Design Tools

## EDUCATION

Your Degree Name

Your Institution Name

2016-2018

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Your Degree Name

Your Institution Name

2016-2018

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

## PROFESSIONAL DEVELOPMENT:

Completed [specific course or certification] in instructional design.

Attended [specific workshop or seminar] on e-learning best practices.

## OBJECTIVE

Dedicated educator with [X years] of instructional experience, seeking to leverage my expertise in curriculum development and learning strategies to transition into an instructional design role. Passionate about creating engaging and effective learning experiences for diverse audiences.

## WORK EXPERIENCE

### Your Job Position here

Company name

2020-2022

- Spearheaded the design and refinement of a curriculum, enhancing learning outcomes by 15% over a span of [X years].
- Pioneered the integration of e-learning tools like [specific tool], resulting in a 20% boost in classroom engagement and a 10% improvement in test scores.
- Partnered with a cross-functional team of [X number] educators to launch a blended learning initiative, leading to a 25% increase in learners participation and a 30% reduction in learning gaps.
- Orchestrated a comprehensive assessment strategy, capturing real-time feedback from over [X number] learners, which directly informed the redesign of instructional materials and boosted overall comprehension by 12%.
- Championed the school-wide adoption of [specific technology, e.g., "Google Classroom"], training over [X number, e.g., "50"] educators and achieving a 95% adoption rate within the first semester.

Company name

2020-2022

### Your Job Position here

- Crafted over 100 interactive e-learning modules in a span of [X months/years], resulting in a 30% increase in users engagement and a 20% rise in content retention rates.
- Conducted a detailed analysis of learners' performance data for over [X number, e.g., "300"] learners, identifying key areas for curriculum enhancement and elevating pass rates by 15%.
- Multimedia Integration: Incorporated multimedia elements, such as videos and animations, into [X number, e.g., "20"] course units, driving a 25% improvement in learners' feedback and course evaluations.
- Facilitated professional development workshops for [X number, e.g., "40"] educators on integrating technology in the classroom, leading to a 50% increase in the use of digital tools school-wide.

# YOUR NAME

Phone | Email | Location (City, State, ZIP)  
Online Portfolio/Professional Website (Optional)

**SUBMIT A  
STANDARDIZED  
WORD OR PDF  
FORMAT RESUME  
THAT CAN BE READ  
BY ATS!**

## PROFESSIONAL SUMMARY

2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

## EXPERIENCE

Title	Start Date - End Date (Current)
<b>Company Name, Location</b> <ul style="list-style-type: none"><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li></ul>	

Title	Start Date - End Date
<b>Company Name, Location</b> <ul style="list-style-type: none"><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li></ul>	

<b>Title</b>	
<b>Company Name, Location</b> <ul style="list-style-type: none"><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li></ul>	

**You can always email your visually appealing resume directly to recruiters or hiring managers before or after your interviews.**

## SKILLS

[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

## EDUCATION

Degree Type, Major (if applicable), Institution Name	Month/Year of Completion
--	--------------------------

## CERTIFICATIONS

- [Certification], [Certifying organization] - [Year earned]

## AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

- |  |      |
|--|------|
| • Award, recognition or volunteer work | Date |
| • Award, recognition or volunteer work | Date |

**Still Struggling to  
build your resume?**

**Book a 1:1 Resume Review!**

# REVIEW



CURRICULUM VITAE  
CV  
CURRICULUM VITAE

**STEP-BY-STEP GUIDE TO HELP YOU OPTIMIZE YOUR RESUME FOR A JOB IN INSTRUCTIONAL DESIGN**

RESUME

*Crafting Your Resume*

Interview

?

?

?

**POWERFUL ACTION WORDS**

**OPTIMIZED**  
*Resume*  
**GUIDE AND TEMPLATE**

Educator to Instructional Designer

