Resume Template Pack

A clean, ATS-friendly resume structure built for remote job applications, with real section-by-section guidance.

Header

Full Name
City, State (or "Open to remote, US-based") · Email · Phone · LinkedIn URL

Skip the photo, skip the objective statement. Remote employers scan for location and contact info first.

Professional summary (2-3 lines, not a paragraph)

Template: "[Role] with [X years / relevant experience] in [core skill area]. Known for [one concrete strength]. Looking to bring [specific value] to a remote [type of role] position."

Example: "Detail-oriented virtual assistant with two years supporting founders on inbox, calendar, and light project management. Known for catching things before they become problems. Looking to bring that same reliability to a remote ops role."

Experience (reverse chronological)

For each role: Job Title, Company, Dates, then 3-5 bullets. Each bullet should follow this shape:

[Action verb] + [what you did] + [measurable or specific result]

- Weak: "Responsible for customer emails"
- Strong: "Resolved 40+ customer support tickets per week via email and chat, maintaining a 95% satisfaction rating"
- No paid experience yet? Use a practice project: "Built a mock content calendar and wrote 10 sample blog posts for a fictional wellness brand to demonstrate SEO writing skills"

Skills section

List tools and skills as keywords, matched to the job posting language (this helps with ATS scanning): e.g. "Google Workspace, Slack, Notion, Asana, calendar management, customer email support, basic bookkeeping."

Formatting rules that matter for remote applications

- One page if under 10 years of experience
- Standard fonts only (Calibri, Arial, Georgia) — no columns or graphics, they break ATS parsing
- Save and send as a PDF unless the application explicitly asks for .docx
- File name: FirstName-LastName-Resume.pdf, not "Resume_final_v3.pdf"