



FREE RESUME MAKEOVER

A PRACTICAL GUIDE TO IMPROVE
YOUR RESUME

www.arieldlopez.com

WELCOME

***Your experience has value.
Your resume should make that
value easy to see.***

Opportunity doesn't happen by accident. You have to position yourself for it.

Whether you're navigating your next career move, building a business, or exploring what's possible, one thing remains true: *how you position yourself matters.*

The right strategy, story, and relationships can open doors you didn't even know existed. That's why I created these resources, to help you get clear on your value, take intentional action, and build a future with more options.

Let's get to work.



Hi, I'm Ariel :)

I work across Startups, VC, and tech ecosystems to connect ambitious people with the networks, partnerships, and access they need to grow. From helping professionals land opportunities at top companies to building programs that support founders around the world, my work has always been about one thing: opening doors and helping people walk through them.

Now it's your turn.

Ariel Lopez xoxo

THE BASICS

FORMAT FOR READABILITY

Use a simple, single-column layout with clear section headings, consistent dates, and readable fonts. Avoid graphics, tables, text boxes, and photos in your default application resume

POSITION YOURSELF

Lead with a concise professional summary when it helps explain your fit, especially during a career pivot. Focus on capabilities and evidence, not generic statements.

TAILOR, DON'T STUFF

Reflect relevant skills and terminology from the job description naturally and truthfully. Prioritize evidence over long keyword lists.

THE BASICS

Experience: The goal is to make it clear, concise, and convincing! You are in the business of selling yourself as a job seeker, so there's no room for error here. To keep it to one page, only list your last 3-5 work experiences (internships or other certifications/programs depending on where you are in your career).

Every listed work experience should explain:

1. **What You Did** (ex. build a website)
2. **How You Did It** (ex. used Python/Java - include software, tools, and technologies you're familiar with)
3. **Who You Did It With** (ex. work alongside product and design teams)
4. **What The Results Were** (increased traffic by 200%)

Remember to bold key accounts and metrics- highlight the things that you want to stand out.

Skills: Use the job description as your guide! Recruiters have a tendency to pattern match keywords so the more you have listed on your resume the better. Make sure they are sectioned off, bolded, and stray away from generalized terms ("organizational skills" aren't specific enough- take it a step further!)

Education / Awards: Keep it simple! Only include the school, degree, and year of graduation. Contrary to belief your GPA doesn't matter- also leave out any coursework that isn't relevant.

Feel free to list any awards / honorable mentions.

**Your photo is
optional**

PROFILE

Your personal statement will go here. Remember to describe how you're a value add, what makes you special, and why they should contact you!

SKILLS

A comprehensive list of all of your professional skills. Remember to use popular keywords found in job descriptions and to include any tools, technologies, or software you're proficient in.

CONTACT ME



Your Phone Number



Your Email Address



Your LinkedIn Profile



Your Website or Portfolio

YOUR NAME

Your Title and What You Want to Be known For



EXPERIENCE

POSITION NUMBER ONE- COMPANY NAME

Title and Tenure

Describe your experinece in 3-5 bulleit points. Remember to explain: what you did, how you did it, who you did it with, and what the results were!

POSITION NUMBER TWO- COMPANY NAME

Title and Tenure

Describe experience

POSITION NUMBER THREE- COMPANY NAME

Title and Tenure

Describe experience



EDUCATION

THE COLLEGE, UNIVERSITY, BOOTCAMP OR PROGRAM YOU ATTENDED

Your Graduation Year or The Years You Attended (you an also include certifications here)



AWARDS, HOBBIES, OR INTERESTS

Your top achievements, organizations or boards you're apart of, or general hobbies that display your personality.

CHECKLIST

COMPLETE AS YOU MAKEOVER YOUR RESUME

- ☐ **PICK A FONT** for your name and a color that stands out.
- ☐ **WRITE A** Purpose Statement.
- ☐ **LIST YOUR LAST 3-5 (MAX)** work experiences. Three bullets each.
- ☐ **ADD LINKEDIN, WEBSITE,** and other social media links.
- ☐ **CREATE A LIST** of relevant skills.
- ☐ **WHAT MAKES YOU UNIQUE?** List your hobbies and interests.
- ☐ **ADD YOUR** accolades and your accomplishments outside of work.



THANK YOU

*Want more tips? I want to hear from you!
Sign up for my newsletter or shoot me a note at
www.arieldlopez.com*

Ariel Lopez xoxo

