



FREE TEMPLATE PACK

Resume & Cover Letter Pack

An ATS-safe resume skeleton, a cover-letter template you fill in the brackets, and a tailoring checklist so every application fits the job.

01	The ATS-safe resume	Fill-in structure
02	The cover letter	Swipe copy
03	Tailoring checklist	Per application
04	Keyword-match worksheet	Beat the filter

By Gaurav Tiwari. From hiring for 800+ projects and reading a lot of resumes.

One column, standard headings, no tables or graphics that break parsers. Fill each line; lead every bullet with a verb and a number.

— HEADER

FULL NAME

TARGET JOB TITLE

EMAIL / PHONE

CITY · LINKEDIN · PORTFOLIO

— SUMMARY (2 LINES: WHO YOU ARE + YOUR STRONGEST PROOF)

.....
.....

— EXPERIENCE (MOST RECENT FIRST)

ROLE · COMPANY · DATES

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-
-

Every bullet: Verb + what you did + the number. "Cut load time 442ms→38ms," not "responsible for performance."

— SKILLS · EDUCATION · PROJECTS

.....
.....

Dear [Hiring manager name],

I'm applying for [role] at [company]. I've followed [something specific and true about them], and it's exactly the kind of work I want to do next.

In my last role at [company], I [one achievement with a number]. Before that, I [a second, different proof point]. Both map directly to what [company] needs in this role: [the top requirement from the job post].

What draws me here specifically is [a real reason, not "great culture"']. I'd bring [the one thing you're best at] to it from day one.

I'd welcome a short call to walk through how I'd approach [a real problem they have]. Thank you for your time.

Best,

[Your name]

Why it works: It opens with them, not you; proves fit with two concrete numbers; and names a real reason for wanting the job. Keep it under 200 words and never reuse it unchanged.

Tailoring Checklist

Run per application

- Headline matches the job title** Mirror their exact wording, not a clever variant.
- Top 3 bullets map to their top 3 requirements** Reorder your resume per job; don't send one generic version.
- Keywords from the posting appear naturally** Use the worksheet below; ATS filters on these.
- Every bullet has a number** No number = no evidence.
- One page (two only with 10+ years)** Cut anything older than a decade or irrelevant.
- Named a real reason you want this job** Specific to them, verifiable.
- File saved as Name-Role.pdf** Not "resume-final-v3." Send PDF, not Word.
- Proofread out loud, correct company name** The wrong company name is an instant reject.

KEYWORD-MATCH WORKSHEET

List the exact skills/tools from the job post. Tick the ones on your resume; work the missing-but-true ones in.

KEYWORD / SKILL FROM THE JOB POST	ON MY RESUME?	WHERE I'LL ADD IT