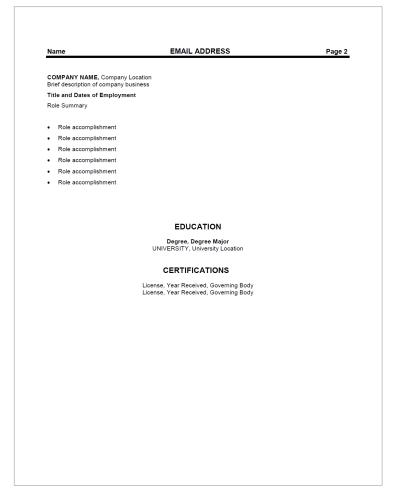# HOW TO WRITE A RESUME TO LAND THAT

Perfect JOB

A great resume can capture the attention of a recruiter or hiring manager and help you stand out from other applicants. Below are tips from our seasoned recruiters to help you build the resume that lands you the job of your dreams!

Step 1 RESUME TEMPLATE

You need a well-organized, easy-to-read, professional resume. There are many websites that provide templates that you can use to build your resume. Take a look at www.resume.com. Unless you are applying for a job in the arts, it is not necessary to make your resume "fancy," i.e. graphics, colors, etc. We recommend using a reverse chronological template.

Here is an example of a professional resume template that we particularly like:

NAME

City, State   Phone Number   Email Address
LinkedIn Address

JOB TITLE

PROFESSIONAL SUMMARY

SKILLS LIST

- Skill   • Skill   • Skill
- Skill   • Skill   • Skill
- Skill   • Skill   • Skill

PROFESSIONAL EXPERIENCE

COMPANY NAME, Company Location
Brief description of company business
Title and Dates of Employment
Role Summary

- Role accomplishment
- Role accomplishment
- Role accomplishment
- Role accomplishment
- Role accomplishment
- Role accomplishment

COMPANY NAME, Company Location
Brief description of company business
Title and Dates of Employment
Role summary

- Role accomplishment
- Role accomplishment
- Role accomplishment
- Role accomplishment

Name   **EMAIL ADDRESS**   Page 2

COMPANY NAME, Company Location
Brief description of company business
Title and Dates of Employment
Role Summary

- Role accomplishment
- Role accomplishment
- Role accomplishment
- Role accomplishment
- Role accomplishment
- Role accomplishment

EDUCATION

Degree, Degree Major
UNIVERSITY, University Location

CERTIFICATIONS

License, Year Received, Governing Body
License, Year Received, Governing Body

Step 2 CONTACT INFORMATION

To begin building your resume, start at the top with your contact information. Here's what to include:

YOUR ADDRESS:
List your city and state only. If you are looking for a role that is far from where you live, it may be better to omit your city and state, as it could eliminate you immediately.

EMAIL ADDRESS:
Use a professional email address. Avoid using informal names *(i.e. cubsgirl, bearsboy, etc.)*

CONTACT NUMBER:
List the best number to contact you. Record a professional voicemail greeting.

LINKEDIN ADDRESS:
If you include your LinkedIn profile on your resume, make sure to update your profile and have a professional picture.

Step 3 TAILOR YOUR RESUME TO THE JOB TO WHICH YOU ARE APPLYING

The key to making your resume attractive to a company is to tailor it to the job description.

A | Identify the key requirements. Higher priority requirements are typically listed first.

B | Look for any repeated themes *(like leadership, multitasking, organization, etc.)*

Now that you understand what the company is looking for, develop role summaries and role accomplishments that match the job requirements.

A | Make the first few bullet points under each job on your resume as relevant as possible.

B | If you have multiple positions on your resume, tailor all of them.

Step 4 JOB TITLE

The job title tells the hiring manager what position you are looking for. Customize the job title for each position to which you apply. It does not have to match the job title of your last job; it should be close to the job to which you are applying. Keep in mind, the rest of your resume needs to support the job title you use. Your resume acts as proof you have the experience for the work encompassed by this job title.

Step 5 PROFESSIONAL SUMMARY

The main goal of a Professional Summary is to make your most important skills and experiences for the job **immediately noticeable to hiring managers**. The Professional Summary is distinguished from and, we think, better than a Professional Objective because the Professional Objective only tells hiring managers about what you are looking for. The Professional Summary tells the hiring manager **what you can bring** to their company. Develop a Professional Summary that matches the key requirements of the position to which you are applying. Pack your Professional Summary with **relevant keywords**. Even better, try to **quantify** each achievement.

This will require customizing your summary for each job to which you apply.

Step 6 SKILLS LIST

Some templates you find online may include a list of skills. Use this section at your discretion. Read the job description carefully to determine which skills are required. If you have those skills, put them in the skills section and list no more than 10. If both hard and soft skills are mentioned in the job description, be sure to include both in your skills list. Hard skills are teachable abilities or skill sets that are easy to quantify. Soft skills, on the other hand, are subjective skills that are much harder to quantify. Also known as "people skills" or "interpersonal skills," soft skills relate to the way you interact with other people, e.g. communications skills, leadership skills, etc.

Step 7   PROFESSIONAL EXPERIENCE

1 | Include the company name, location, and include a brief description of its industry and business.

2 | List your title and dates of employment.

3 | Write a short summary (two to three sentences) of what your role entailed and then a detailed bullet list of accomplishments. *Some things to keep in mind about the bullets:*

    A | Highlight your achievements. This should not be a list of responsibilities.

    B | List the accomplishments that are most relevant at the top of the list.

    C | Use action verbs (i.e. not "responsible for," but "managed," "directed," or "led").

    D | Use keywords that you find within the job description to describe your achievements (i.e. "delivered," "administered," or "developed,").

Step 8   EDUCATION, CERTIFICATIONS, AFFILIATIONS

If you have five or more years of experience, your education should be placed at the bottom of your resume. If you have less than that, place it at the top.

Here are the main points to include in your education section:

THE NAME(S) OF YOUR UNIVERSITY, COLLEGE, OR TECHNICAL SCHOOL
Don't include high school unless you did not attend college

LOCATION OF THE SCHOOL(S)
City, State

DEGREE(S)
Area of study or major; you don't need to include dates

RELEVANT CERTIFICATIONS
Dates received and by what governing body

AFFILIATIONS
List membership in relevant professional associations

Step 9 FORMAT

Keep your resume to a maximum of two pages

Provide a just a summary of your experience for positions you held more than 15-20 years ago.

Apply appropriate margins

A | Standard margins for resumes and other professional documents are 1 inch on all sides. If you have a fairly short resume with a lot of blank space, you can use wider margins to create a less distracting document that appears fuller. If you adjust your margins, keep them below 1.5 inches.

B | Left-align your resume so it is easy to read. If appropriate and readable, you might decide to center-align certain section headers to stylize your resume.

Select a professional, readable font

When deciding what font to use for your resume, keep in mind that it should be clear and easy to read. Common fonts for resumes are Calibri, Helvetica, and Times New Roman. Make your font size 10-12 points.

Page 2 header

Use a header section on page 2 of your resume that includes your name, email address, and page number. It will match the header on your first page and avoid possible confusion when your resume is printed.

PROOFREAD YOUR RESUME!!

You only have one chance to make a first impression, so after writing and revising your resume, don't forget the final step: **careful proofreading.** Typos and spelling errors on your resume can quickly undermine your chances of getting the job.

Step 10 COVER LETTERS

A cover letter is important (1) if the job posting requires a cover letter, (2) if the employer requests one, (3) if you're applying directly to a person and know their name, or (4) if someone has referred you for the position. Mention any special circumstances such as your ability to relocate, your willingness to relocate yourself, and highlight skills that make you a perfect candidate for the position.

As with your resume, you should customize your letter to each position. Don't simply review your resume in the letter. Tell them why you are a good fit. Here is an excellent website to visit for writing compelling cover letters: https://zety.com/blog/what-to-include-in-a-cover-letter.