

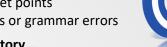
RESUMES

"6 Things I Loved About The Most Impressive Resume I've Ever Seen"

I've received thousands of resumes throughout my entire career & believe me, I've seen them all: Too long, too short, too boring, too many typos, too hard to read and every layout imaginable.

1. It was easy to read...

- Organized plenty of space
- Use bullet points
- No typos or grammar errors



2. It tells a story...

- Candidate's career journey
- From top to bottom; clear "before and after"
- In just a few seconds; see a "staircase pattern"

3. It listed accomplishments, rather than just responsibilities...

- Don't copy & paste duties from the job posting
- Highlight most impressive accomplishments
- **Example:** Instead of "expanded operations to international markets," say "expanded operations to eight new countries in Latin America"

4. It told the truth...

- No discrepancies
- Believable & the #'s weren't exaggerated
- Links to the person's LinkedIn page
- Tell the truth period

5. It didn't have any cliché claims...

- Generic & high-level claims
- Skip the overused terms action verbs instead

6. It came through a recommendation...

Knowing someone who can refer you is the most effective way to get an employer's attention

Source: https://www.cnbc.com/2019/06/26/most-impressive-resume-ever-based-on-20years-of-hiring-and-interviewing.html

Which Resume Format Should I Choose?

Chronological = Career Growth...

- No gaps in employment longer than 6 months
- Staying in the same or a similar field

Functional = Changing Careers...

- Selects top 3+ skills and explains how you have used them across positions
- Used for little or no work experience in that field

Combination = Hybrid of Chronological and Functional...

- Used for gaps in employment longer than 6 months
- Utilized when switching careers







Resume Pet Peeves

- Spelling and grammatical errors
- 2. Long, wordy resumes
- Confusing or complicated formatting
- 4. Wrong or disconnected phone numbers
- 5. Cover letter/summary written for an entirely different job
- 6. Too much personal information
- 7. Inconsistent employment dates on your resume, application or LinkedIn profile
- 8. Listing jobs without employment dates
- 9. Resumes not sent as a Word or PDF file
- 10. Resume is too general

Source: People Corner http://people-corner.com/top-10-resume-pet-peeves-recruiters-want-you-to-avoid/



Including a cover letter to compliment your resume can impress hiring managers, displays strong writing skills, sets you apart from other applicants & shows you went the extra mile!

- 1. Address the letter to a specific person
- 2. Clearly state the purpose of your letter
- 3. Don't rehash your entire resume
- 4. Use action words and don't overuse the pronoun "I"
- Reiterate your enthusiasm and thank the reader
- 6. Keep your format consistent





Notes	

Your Name Here

Denver, Colorado (000) 000-0000 professionalemail@email.com [linkedin.com address here]

JOB TITLE FROM JOB POSTING

PROFESSIONAL SUMMARY AND QUALIFICATIONS

4-5 line summary that outlines how many years of experience/minimum requirements you
have (if you have well over what the job posting asks for, say that you have "over" 2-3 years
more than they need), your credentials that match the job posting, one career accomplishment,
and end with a conclusion statement. Throughout the summary, add in other skills you think are
important from the job posting.

- Skill 1
- Skill 2
- Skill 3

- Skill 4
- Skill 5
- Skill 6

PROFESSIONAL EXPERIENCE (10-15 YEARS)

Job Title, Company | City, State

mm/yyyy – mm/yyyy

- **Each** bullet point should have 3 things:
- 1. **SITUATION** or **Task** (targeted to the job you will be doing)
- 2. **ACTION** you took to address the task
- 3. Most importantly, quantifiable **RESULTS** in time, \$\$\$, and/or quality
- Example: Checked out over 50 customers per day with a 100% customer satisfaction

Job Title, Company City, State	mm/yyyy – mm/yyyy
•	
•	
•	
•	
Job Title, Company City, State	mm/yyyy – mm/yyyy
•	
•	
•	

Institution – Awarded Credential | Location

EDUCATION & CERTIFICATIONS

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Your Name Here

Denver, Colorado (000) 000-0000 professionalemail@email.com [linkedin.com address here]

JOB TITLE FROM JOB POSTING

QUALIFICATIONS

4-5 line summary that outlines how many **years of experience/minimum requirements** you have (if you have well over what the job posting asks for, say that you have "over" 2-3 years more than they need), your **credentials** that match the job posting, **one career accomplishment**, and end with a **conclusion statement**. Add in other important skills from the job posting.

SKILLS

Skill #1

- **Each** bullet point should have 3 things:
- 1. **SITUATION** or **Task** (targeted to the job you will be doing)
- 2. **ACTION** you took to address the task
- 3. Most importantly, quantifiable **RESULTS** in time, \$\$\$, and/or quality
- Example: Checked out over 50 customers per day with a 100% customer satisfaction

Skill #2	
•	
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Skill #3	
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•	
•	
(SELECTED) WORK HISTORY (10-15 YEARS)	
I I Till G	
Job Title, Company Name, City, State	mm/yyyy to mm/yyyy
Job Title, Company Name, City, State	mm/yyyy to mm/yyyy
Job Title, Company Name, City, State	mm/yyyy to mm/yyyy
Job Title, Company Name, City, State	mm/yyyy to mm/yyyy
EDUCATION & CERTIFICATIONS	

Institution – Awarded Credential | Location

Cover Letter Sample

(Your resume's sister, should add value to your application)

Clark Kent

(555) 555-5555 <u>mrkent@email.com</u> www.linkedin.com/in/mrclarkkent

REPORTER

July 20th, 2017

Dear Perry White,

1.) What position are you applying for and where is it at?

I am excited to apply for the **Reporter** position at the Daily Planet. This is a great opportunity and I am prepared to take the next step in my career.

2.) Why are you the best candidate for the job?

Bringing people the news has dramatically changed in the past 10 years. Society no longer sits and waits for the news to come; we go out and find it. As a recent graduate from Metropolis University I know what it takes to connect with the changing news market. I am well versed in the current social media platforms, Twitter, Facebook, LinkedIn, and I enjoy staying current and up to date with all the new platforms that are out there.

3.) How can the get in contact with you?

Thank you for your time, I have attached my resume for you to review. You can contact me by email, mrkent@email.com, or by phone, (555) 555-5555. I look forward to hearing from you and I thank you for your consideration.

Sincerely,

Clark Kent

Name:
Phone:
Email:
LinkedIn:
Title from Posting:
Date:
Dear,
Opening: Short and sweet. What position are you applying for and where is it at?
Body: Why are you the best candidate? Form a connection with the company, and use an
accomplishment.
Conclusion: Wrap up, thank them, and let them know how to reach you.
Sincerely,