

# 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-20-years-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



## Best Fonts

- ☒ Arial
- ☒ Calibri
- ☒ Garamond
- ☒ Helvetica
- ☒ Tahoma
- ☒ Times New Roman
- ☒ Trebuchet
- ☒ Verdana



## Resume Pet Peeves

- Spelling and grammatical errors
- Long, wordy resumes
- Confusing or complicated formatting
- Wrong or disconnected phone numbers
- Cover letter/summary written for an entirely different job
- Too much personal information
- Inconsistent employment dates on your resume, application or LinkedIn profile
- Listing jobs without employment dates
- Resumes not sent as a Word or PDF file
- 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!**

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



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COLORADO'S FIRST

Arapahoe/Douglas Works! • 303.636.1160 • [www.adworks.org](http://www.adworks.org)



[illegible]

# Your Name Here

Denver, Colorado

(000) 000-0000

[professionalemail@email.com](mailto:professionalemail@email.com)

[linkedin.com address here]

## JOB TITLE FROM JOB POSTING

### PROFESSIONAL SUMMARY AND QUALIFICATIONS

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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)

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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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### EDUCATION & CERTIFICATIONS

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Institution – Awarded Credential | Location

yyyy\*

\*(put graduation year only if completed within 5 years, otherwise leave date off)

# Your Name Here

Denver, Colorado

(000) 000-0000

[professionalemail@email.com](mailto:professionalemail@email.com)

[linkedin.com address here]

## JOB TITLE FROM JOB POSTING

### QUALIFICATIONS

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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

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#### 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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### Skill #3

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### (SELECTED) WORK HISTORY (10-15 YEARS)

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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

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**Institution – Awarded Credential** | Location

yyyy\*

\*(put graduation year only if completed within 5 years, otherwise leave date off)

**Cover Letter Sample**  
(Your resume's sister, should add value to your application)

**Clark Kent**

(555) 555-5555

[mrkent@email.com](mailto:mrkent@email.com)

[www.linkedin.com/in/mrclarkkent](http://www.linkedin.com/in/mrclarkkent)

**REPORTER**

July 20<sup>th</sup>, 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](mailto: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?

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**Body:** Why are you the best candidate? Form a connection with the company, and use an accomplishment.

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**Conclusion:** Wrap up, thank them, and let them know how to reach you.

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**Sincerely,**

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