

DEVELOP-Your 3A's-#3 Abilities(Resume)

Your resume reveals your aptitude and capability to perform the new job being considered.

You have 6-seconds to WOW! the recruiter.

Each segment on your resume is highlighted below, with tips to entice the recruiter to want to read beyond the top half of the first page.

Format:

- Font Size: 11-point font or higher.
- Font Style: Calibri, Arial, Tahoma.
- Margins (top, bottom and side) .8" or wider.
- Too much text is called "Yelling and Selling" – It does not work.
 - It overwhelms the recruiter; they can't absorb it all.
 - It could screen yourself out with too much text.
 - Stick to just the facts, the point is to entice the recruiter to call you.
- White space draws your eye into the text, ideal is 50% text, 50% white space

Less is More when it comes to your Resume

Contact Information:

- Use 14-point font size for your **BOLDED** name and phone number in the Header so it prints on all pages and won't be impacted when adding or deleting lines.
- The Applicant Tracking System (ATS) does not read letters after your name, put credentials in the Value Proposition | Summary Statement.
- Street address not necessary. Some have even omitted city and state. The hiring manager can easily find your location by looking where you last worked.
- Include a customized LinkedIn URL, Twitter handle if you use it, email account- upgrade to gmail.com if you have an aol.com or hotmail.com account.
- Spell out state, e.g. Virginia versus VA.

Tailor your resume to match the job description

- Build a Master resume of all your past accomplishments and then use that resume to build future resumes specific to the job being targeted.
- Incorporate as many of the key words from the job description into your resume. Don't ever make something up or lie on your resume.

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- If the job description uses key words multiple times, do likewise in your resume, making sure the resume is still professional and clear.
- Your resume uses strong, past tensed action verbs to start every bulleted accomplishment sentence.

Target Job Title(s):

- Insert the job title on its own line, below your contact information and before your Summary paragraph.
- Include 1,2 or 3 related job titles separated by a “|”.
- Use **BOLD UPPER CASE**, e.g. **JOB TITLE #1 | JOB TITLE #2 | JOB TITLE #3**.
- Insure one of those job titles matches the job title on the job description.

Value Proposition | Summary Statement:

- This is what you bring to the job.
 - Create this paragraph LAST after writing your accomplishments for each job role.
 - Describe your experiences and accomplishments that make you the most qualified for this position.
- 3-5 sentences before diving into your experiences.
- Include high level industries and types of businesses where you've worked; this will provide context to your experience.
- Include at least one sentence showcasing a top measurable accomplishment.
- Include words in this section describing your scope or reach, your depth or breadth of influence.

Top Skill Sets

- Use bullets to list your top 6-9 skills in 2 or 3 columns.
- These skills should mirror what is in your LinkedIn profile.
- Show recruiters you have the aptitude and capability to perform this new role.

Professional Experiences:

- Illustrate the breadth and depth of your reach, influence, and span of control in each assignment.
- List your most current role and work back from there.
- No need to list more than 15 years of work experience.
- **BOLD** your job title, unbold employer, city, state, years employed.

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- If still working, use “year – current” e.g. 2017 – Current.
- Right justify years, easier for recruiters scanning for job continuity.
- Under each role, list bulleted quantifiable accomplishments, no more than 6.
 - These accomplishments become the basis for your SOAR Stories shared in the interview; S=Situation, O=Obstacle/Opportunity, A=Action, R=Result.
- Start each accomplishment statement with a strong, past tense, action verb.
- Use sentence fragments, no need for complete sentences.
- Be consistent using periods at the end of each sentence; always use them or never use them.
- Every accomplishment should answer the “So What? question; This could be the benefit or value received from the accomplishment.

Education:

- **BOLD** your degree, unbold name of university (highest degree first), city, state.
- No need to include years, unless degree was in the last five years.

Awards | Certifications:

- Relevant professional certifications pursuant to the job being sought.
- Relevant professional awards or recognition.
- Community boards or leadership positions.

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YOUR NAME HERE
999-999-9999

City, State
Twitter Handle

Email
LinkedIn URL

Job Title 1 | Job Title 2 | Job Title 3

This is a brief value proposition or summary statement about your skills and why the hiring manager would want to read more about you. In 3-5 brief action, oriented sentences, entice the reader to want to learn more about your work experience. Most recruiters will stop reading at this point if you do not have them hooked.

- Key skill areas
- That I Deliver
- My Value Proposition
- Preferably Six
- But Up to Nine Work
- Bulleted list
- Key Word Searchable
- Industry/Profession
- Meaningful

PROFESSIONAL EXPERIENCE

MOST RECENT COMPANY

Position Title, City, State Year-Year

Selected quantifiable accomplishments using action words describing what you accomplished and why it mattered. Every statement should conclude with something that answers the "So what?" question.

- These will be a basis for the STAR or SOAR stories you can share in the interview.
- Identify meaningful accomplishments for each of the most recent positions, with fewer examples as the positions are more removed in time.
- Use no more than six accomplishments for the most recent two jobs and be succinct.

NEXT OLDER COMPANY

Position Title, City State Year-Year

Selected quantifiable accomplishments using action words describing what you accomplished and why it mattered. Every statement should conclude with something that answers the "So what?" question.

- These will be the basis for the STAR or SOAR stories you can share in the interview.
- Identify meaningful accomplishments for each of the most recent positions, with fewer examples as the positions are more removed in time.
- Use no more than six accomplishments for the most recent two jobs and be succinct.

Earlier Position with same company, City, State Year-Year

Selected quantifiable accomplishments using action words describing what you accomplished and why it mattered. Every statement should conclude with something that answers the "So what?" question.

NEXT OLDER COMPANY

Position Title, City, State Year-Year

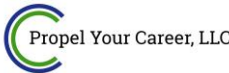
Selected quantifiable accomplishments using action words describing what you accomplished and why it mattered. Every statement should conclude with something that answers the "So what?" question.

EDUCATION

Degree, Name of University (highest degree first), City, State
Degree, Name of University, City State

AWARDS | CERTIFICATIONS

Relevant professional certifications
Relevant professional awards or recognition
Community Boards and Leadership Positions



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Meet Lexine W.

I had a dense and unwieldy resume that was a comprehensive list of everything I had done on every job I had since graduation. Not only was it difficult to work with, the prospect of updating it generated dread and procrastination.

I found a colleague that transformed the resume-writing process for me with one simple shift. I changed my focus to the best parts of my past jobs – the things I loved doing and wanted to keep doing – and then emphasized my most notable successes at each position.

For the first time, I thought of my resume as a sequence of successes, a story with a happy ending just waiting to be written, and I was so excited about that story that I rewrote my resume from scratch.

My resume delights and inspires me, and I'm confident that my change in attitude will make a difference in my current job search. I revitalized a tired resume and built a strong backbone for an energetic job search. – Lexine W.