

# Prepare Yourself Now

## TOP RESUME SUGGESTIONS

### CONTACT INFO:

- You don't need your full address on your resume. It can put you at risk for identity theft. Just your city, state, and zip code will be fine.
- Make sure you put your name, email address, phone number, and link to your LinkedIn profile (if you have one).
- Make sure the contact info is easy to see, easy to read, and clickable (email and profile link).

### TITLE:

- You should have a title at the top of your resume under your name. Recruiters and hiring managers like to know exactly who you are and what you're looking for. Ideally, your title should be the position you currently have or the position you're trying to obtain.

### DATES:

- It's best to not show dates going back past 15-20 years. It can put you at risk for age discrimination. You can still show your past positions, but without dates. Unfortunately, some recruiters and hiring managers just look at the dates. You don't want to put yourself in a position to get looked over.
- Also make sure your dates have months (example: 04/2002 – 06/2020). It reads better, and looks better, than just having the years listed.

### SUMMARY STATEMENT:

- We used to write an objective on our resumes; they told companies what YOU wanted from them. Now we write a summary statement. It is a paragraph of about 5-6 short sentences that tell companies what you can do for THEM; how you can benefit THEM; why you are the best candidate for THEM.
- It's a way to get the reader to keep reading, as a teaser paragraph. It should be written in the first person, but not using personal pronouns like I, me, or my.

### ATS:

- Because many companies use ATS (Applicant Tracking Systems), you need to give yourself a fighting chance to get your resume past them.
- Don't put images (or logos) on a resume. Many ATS can't read them. And many recruiters don't want to see them either.
- Don't use text boxes, columns, icons, pictures, etc. Again, many ATS can't read them, which means important skills or keywords may get passed up or looked over.

### MAKE YOUR RESUME SCANNABLE:

- Hiring managers and recruiters scan resumes in under 10 seconds. If you don't have the necessary skills and industry keywords on your resume, they may put it aside and move on.
- Give your resume enough white space in between sections. This gives the reader a chance to scan it easier.
- Use easy to read font. Don't overuse colors and bold print. And don't cram all your information together.

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- You might have your skills mixed within your resume, but ideally, you want a separate section that shows your skills (both soft and hard skills). Recruiters and hiring managers like to see what you're capable of doing without reading your resume line-by-line right away. And again, it makes your resume scannable.

### OTHER HELPFUL TIPS:

- When you have two pages, make sure you have your contact information on both pages. Sometimes resumes are printed and pages get lost. Make sure you have your margins set between .5" and 1" on all 4 sides. Do not go any smaller or any larger.
- Always use familiar fonts like Calibri, Arial, Verdana, or Georgia. Keep the font size between 10.5 pt. and 12 pt. You can use a higher font size for your name, title, and headings.

### MEASUREABLE ACHIEVEMENTS:

- Try to have at least 5 measurable achievements in your resume. Ask yourself these questions: "Have you saved an employer money, made an employer money, or saved an employer time?"
- If so, what did you do (what was the challenge)? How did you do it (what was the action you took)? And what did you accomplish (what was the result)? Add numbers and percentages wherever you can.
- You can remember this by the thinking of the acronym CAR (Challenge, Action, Result).

### PROOFREAD:

- Always proofread, proofread, proofread!!! Have someone else read it over, too!!
- Also, read it from right to left, bottom to top. It's crazy, but it works.

### CONSIDER THIS:

- Recruiters tell me two things:
  - They do not like when they see TYPOS and/or GRAMMAR ISSUES in your resume.
  - They want to see experience that is RELEVANT TO THE JOB YOU ARE APPLYING FOR.

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### These are some questions for you to ask yourself before you start working on your resume:

- What is your career plan moving forward?
  - What would be the ideal title you plan to look for in your next position?
  - Is your current/last position on your resume?
  - Have you completed any certifications or courses recently that may not be on your resume?
  - Do you volunteer anywhere or belong to any memberships/affiliations?
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