

## Resume Suggestions

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Welcome! Thanks for your interest in my resume suggestions.

Here you go:

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.

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 would be the position you currently have or the position you're trying to obtain.

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.

Your current position should be written in the present tense. All your past positions should be written in the past tense.

We used to write objectives; 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 such as I, me, or my.

You don't want images (or logos) on a resume. Many ATS (applicant tracking systems) can't read them. They are just not necessary.

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 keep going.

When listing dates on your resume, use this format (09/2019 - 09/2021) because it's easier to read, and ATS (applicant tracking systems) prefer it.

When you have two pages, make sure you have contact information on both pages. Sometimes resumes are printed and pages get lost.

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 scan resumes in under 10 sections. They like to see what you're capable of doing without reading all the details.

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.

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Keep the font size between 10.5 pt. and 12 pt. You can use a higher font size for headings.

Try to have at least 5 measurable achievements in your resume. Have you saved an employer money, made an employer money, or saved an employer time? If so, what did you do? How did you do it? And what did you accomplish? Add numbers and percentages wherever you can.

Consider using some color in your resume. Dark blue, dark red, and dark green are more of the common ones to use.

Always proofread, proofread, proofread!!! Have someone else read it over, too!!

Some questions for you:

- What is your career plan moving forward?
- What would be the ideal title you plan to look for in your next position?
- Are you still at the current 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?

They are also questions for you to consider before you start working on your resume.

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If all of this is overwhelming, and you'd like to have assistance rewriting your resume, consider contacting me. My typical resume rewrites cost between \$250 and \$350 and can be completed within 2 business days.

If you're wondering about a cover letter, I do recommend them. Here is why: there are some job postings that require a cover letter. If you don't have one prepared, you could miss out on a great job opportunity. I only charge \$99 for a cover letter. I design it so you can add in certain (very simple) information to make it personal to each job posting.

You can visit my website for more information: [www.PropelYourselfNow.com](http://www.PropelYourselfNow.com)

You can also email me: [elizabeth@propelyourselfnow.com](mailto:elizabeth@propelyourselfnow.com)

Email me if you have any questions regarding your resume. I'm always happy to help!

*Elizabeth Debol*

CPRW (Certified Professional Resume Writer)