

Your Best Foot Forward: the Resume

Your resume gives you the opportunity to put your best foot forward early in the process. Make it concise and relevant.

- 1. Follow a simple, easy to read outline using bullet points vs. paragraphs or run-on sentences**
 - a. Objective – focused, aggressive statement what you want to do
 - b. Experience – list accomplishments under each position
 - c. Education & Training – include years
 - d. Activities & Interests – show active personality

- 2. Start with a strong objective;** non-specific to industry UNLESS you are targeting an exact niche industry

- 3. Utilize a brief summary of qualifications section;** to highlight specific skills or capabilities

- 4. List accomplishments individually;** under each position & highlight or bold font the achievements so it's the first thing companies see

- 5. Include last 3 jobs;** the employer wants to know most about what is recent and relevant to them! Most of the time your last ten years captures what you bring to the table.

- 6. Try to eliminate or fill all gaps (over 3 months) between jobs**

- 7. Always list month AND year next to each position** (on the right side of the resume NOT the left margin – to de-emphasize any instability)

- 8. If you have worked in several positions with one company including a staffing company, be sure to list these in chronological order under just a single company heading.**

- 9. Sample Bullets to use under each position:**
 - a. Responsible for -----
 - b. Managed projects -----
 - c. Consistently sold an average of ----- % sales quota last year or sold between ----- % to ----- % since I began.
 - d. Currently Ranked #-----out of -----reps.
 - e. Acquired -----(# new accounts) accounts last fiscal year to include clients like: --
 - f. Won Presidents Club trip ----- (list all contests)
 - g. Increased revenue or profit in territory from \$____ to \$____
 - h. Promoted from ____ to ____ in ____ months.
 - i. Created, developed, implemented these new programs, concepts...

10 Education to include last school, major, year graduated & GPA over 3.0

11 List activities/interests that show your personality: leadership roles held, competitiveness in sports, networking/volunteer clubs, etc

12 Do Not:

- a. **List references on your resume;** you can create a separate reference sheet to give if necessary on the interview. (All references should include a minimum of 3 business references from your past supervisors and at most 2 personal references.)
- b. **Include your salary history**
- c. **Include Martial status, age, height or weight**
- d. **Embellish your accomplishments or length you worked for a specific employer**
- e. **Insert a picture**