

# Resume overview

# s&goals

## 1. Show your passion!

Every employer wants you to be passionate about what you do. To grab their attention right at the start, you need to show passion for the industry you'd like to join or the job you're aiming to get.

## 2. Be specific and show your impact.

Ensure that every bullet point in your experience section answers this question: "What was the result of my involvement?" Doing this simple thing ensures your resume will instantly stand out from the rest, particularly those which only list responsibilities.

## 3. Read the job description a few times.

Before you start writing your resume, check the job description and note these things:

- Keywords describing skills
- Keywords describing the experience (the years, responsibilities, etc.)
- Keywords describing culture
- Why do you believe you'd be a good fit?

After you do this, make sure you sprinkle those keywords into your resume. The key here is to make it look natural rather than stuff every section with keywords. TIP: Even if you don't have the amount of experience the potential employer requires, still apply for the job. Employers often raise the number of years in the job description to filter out the weakest candidates. Who knows... you could be one of the most qualified applicants? You never know what you are up against.

## 4. Be confident.

Your resume is more than a list of your experience, it should also show you as a person. If you're proud of who you are and what you've achieved, it needs to come across on your resume. You can accomplish this by keeping your resume consistent, specific, and balancing the professional (experience, education, projects, etc.) with the personal (passions, most proud of, life philosophy).

## 5. Let someone else review your resume.

It's never a bad idea to ask someone to look at your resume. Especially if it's someone who knows you well. Often, they can give you a hand with identifying your strengths and spotting mistakes.

## 6. Reverse chronological order.

When you write your experience section, a rule of thumb is to make it reverse chronological. This means starting from the most recent position and continuing down the path. If there are any gaps in your employment, make sure you are prepared to address this in an interview. If there is a gap of several years, consider including your non-paid experience during those years right on your resume.

## 7. Choose which experience to share wisely.

Emphasize the responsibilities and accomplishments within your experience that are most important to the job for which you're applying, even if they weren't where you spent most of your time.

## 8. What if you don't have much work experience?

- Include a summary statement that sums up who you are professionally at the top of the page in the first sentence or two. This serves as the first impression you give the hiring manager to entice them to keep reading.
- Pay attention to technical details. Make sure your resume is free from punctuation, grammatical, spelling, or other errors that will make your resume look unprofessional.
- Make a list of everything you've done that might be useful on a resume.
- Focus on your education and skills. What can you do well that this job requires? What will be useful to the hiring company? What have you done in school and what have you studied that has prepared you for assuming this job?
- Include any extracurricular activities or volunteer work. Any volunteer work that highlights your talents or where you learned a new skill should be on your resume. Only include hobbies if they are relevant to the position and have equipped you with the transferable skills that would be useful for the job.

## 9. Customize your resume for each job in which you apply.

Different jobs are going to have different keywords, different job duties, etc. Be sure to customize your resume for each position.

*P M a C : R J C , D C H a R a*

