DO YOU HAVE QUESTIONS ABOUT RESUME WRITING? WE HAVE ALL THE ANSWERS!

WHAT IS A RESUME?

A resume is a formal document that provides an overview of your professional qualifications - from work experience, skills, education, to awards.

The word "resume" comes from the French word "résumé" which means summary. A resume is essentially a summary of who you are as a professional.

A well-written resume is critical to securing your dream job!

What is a resume?

What should I include?

Work Experience

Skills

Examples

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WHAT IS THE DIFFERENCE BETWEEN A RESUME AND A CV?

A resume is a one-page summary of your work experience and background as It pertains to the job you're applying to.

A CV, on the other hand, is a longer, academic list that shows all experience, certificates and publications. While a resume Is used for job searching In all kinds of industries, a CV is used for jobs in academia.

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WHAT SHOULD I INCLUDE IN MY RESUME?

Contact Information: Full name, e-mail, phone number, and address.

Education: List out your academic experience, in chronological order.

Work Experience: Provide your work experience, in chronological order, with quantifiable actions that you took at each job experience.

Skills: Include languages you speak, proficiencies in software, communication skills, or anything that could show your range as a candidate.

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THE WORK EXPERIENCE SECTION

The structure when listing your job experience should follow this order:

Job Title/Position

Company Name/Location: optionally, you can briefly describe the company, if the organization is not a household name.

Achievements and Responsibilities: this Is the most important part of the work experience section! Your achievements should be quantifiable and action-oriented. Click here to learn more about how to write your responsibilities achievements.

Dates Employed: your timeframe at each company.

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QUANTIFIABLE TASKS

It's critical to focus on your achievements at each position if you want to stand out from other candidates. Quantifying the tasks - in other words, using numbers to show how much grow you achieved for each task.

Examples:

✗ **Made cold calls to potential clients.** (Too vague, doesn't show how many calls you made.)

⟫ **Exceeded monthly cold-call quotas by 30%, averaging 2,000 calls per month.** (Provided a specific number of calls, and highlighted how you went above and beyond the company's quota.)

✗ **Managed social media accounts and made all content.** (Doesn't use specific language, or how your content helped the company reach its social media goals.)

⟫ **Developed Twitter, Instagram and Facebook campaigns that produced 120% average increase in followers, page reach, and search traffic, as well as producing unique creative content.** (Exact names of social media used and showcased percentage in growth.)

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ACTION WORDS (1/3)

Action words are verbs that highlight your skills and qualifications by being specific and descriptive, rather than using generic and overused verbs. It's also important to use action, not passive, voice in your descriptions.

Examples:

✘ **Rollout of new IT equipment was overseen.** (Use of passive voice, lacks specifics as to the task, and includes overused verb.)

» **Monitored a team of four IT team members to launch and implement new technology equipment in the manufacturing facility within three months.** (Uses active voice, includes specifics like the number of team members and the timeline, and uses a powerful action verb.)

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ACTION WORDS, (2/3)

Utilize the example action words below, to replace vague or overused words to upgrade your resume.

Changes/Improvements	Saving Time or Money
Centralized	Conserved
Integrated	Consolidated
Overhauled	Decreased
Redesigned	Deducted
Refined	Lessened
Streamlined	Reconciled
Strengthened	Reduced
Transformed	Yielded
Upgraded	

Click here for more ideas!

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ACTION WORDS, (3/3)

Utilize the example action words below, to replace vague or overused words to upgrade your resume.

Personal Achievements	Duties or Responsibilities
Awarded	Accomplished
Completed	Actualized
Demonstrated	Constructed
Drove	Finalized
Enacted	Fulfilled
Reached	Handled
Showcased	Increased
Surpassed	Prepared
Targeted	Realized

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THE SKILLS SECTION

This section highlights the know-how you have that makes you perfect for the job. Skills come in two types:

Hard Skills: These are measurable abilities, from coding in Python, to using a POS system, to proficiency in Adobe Photoshop.

Soft Skills: These are abilities that relate to how you work and how you interact with other people, often complementing your hard skills within the workplace. These could mean leadership abilities, strong teamwork, problem-solving, to adaptability.

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Find example resumes, from entry-level and beyond, below! These resumes span across all kinds of industries, and are intended as a guide in creating your new resume.

ARCHITECT RESUME

NURSE RESUME

MARKETING ASSISTANT RESUME

ENTRY-LEVEL SOFTWARE ENGINEER RESUME

PROJECT MANAGER RESUME

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