

Writing a Resume

Employers will read your resume between 5-7 seconds, so make sure what you put on your resume matters.

Heading – center and put your name in a larger, bold font. Under your name is your phone number and email address.

Sample Student

123-456-7891 | samplestudent@email.com

Including your address is optional, but do NOT include your address if you intend to post your resume on a job search website, which is available to the public.

Make sure your email is professional, using some part of your first and last name.

Make sure to update your voicemail on the phone listed. This may be the first impression a future employer has of you.

Summary of Qualifications – center, bold and all caps

The Summary of Qualifications tells an employer what you have to offer. The old – Objective Statement is no longer used, as that told what you were looking for in a job, not what you have to offer an employer.

Look at the job description carefully and find the skill set the employer is looking for that match your ability. The Summary should be 3 to 5 bullet points that match the job description.

Every job you apply to you are tailoring your Summary of Qualifications to match the job description.

Education – center, bold and all caps

If you have gotten a degree within the last two years, you will list your education under the Summary of Qualifications. If you have been out of school for more than two years, then you will list your education under your employment information.

When listing your education, list the degree you have received first, where you received the degree, the date you received your degree, or anticipated date of graduation.

If you are a college student, you do not need to list your high school diploma. As a college student it is implied that you graduated high school.

Include any scholarships or awards you received. And only include your GPA if you received a 3.5 GPA or higher.

Related Experience (Employment) – center, bold and all caps

List most current job first. Generally, you include the last 7 – 10 years of work experience. If you do not have that, then include what you do have, but don't go past 10 years.

List your JOB TITLE first and bold! Remember, employers only look at your resume for 5-7 seconds so you want to list the most relevant information first. Then list your place of employment, city & state and time frame.

Project Manager

ABC Manufacturing

Forest Lake, MN

December 2017-present

Next you include 3 -5 bullet points of the skills and tasks of that position – or Proof Statements.

Instead of saying you have “Good Customer Service” say “Demonstrated quality customer service by interacting with guests with a positive demeanor, resulting in return visits.”

Proof Statements should start with a verb (action) ex. Demonstrated, Achieved, Earned, then list the task “quality customer service”, “leadership skills”, multi-tasking and prioritizing”, and finally the outcome-what was the result – “returning visits.”

Do not just list that you are a team player, have leadership skills, are organized – prove it!

KEYWORDS – Look at the job description, the employer tells you what they are looking for.

Most companies use an Applicant Tracking System, where your application is reviewed to make sure you have the right skill set that they are looking for before it goes to the hiring manager.

ALWAYS HAVE SOMEONE REVIEW YOUR RESUME BEFORE YOU SUBMIT IT