

Resume Tips



YOUR NAME

CITY, STATE | XXX.XXX.XX | unknown@email.com | LinkedIn

SUMMARY

[ELEVATOR PITCH] Vestibulum tortor quam, feugiat vitae, ultricies eget, tempor sit amet, ante. Donec eu libero sit amet quam egestas semper. Aenean ultricies mi vitae est. Mauris placerat eleifend leo. Quisque sit amet est et sapien ullamcorper pharetra.

EDUCATION:

Degree conferred, Name of School

Month XXXX

Certificate conferred, Name of Company

Month XXXX

SKILLS/TECH SKILLS:

- | | | |
|--------------|----------------------|--------------|
| ❖ HARD SKILL | ❖ TRANSFERABLE SKILL | ❖ SOFT SKILL |
| ❖ HARD SKILL | ❖ TRANSFERABLE SKILL | ❖ SOFT SKILL |
| ❖ HARD SKILL | ❖ TRANSFERABLE SKILL | ❖ SOFT SKILL |

EXPERIENCE:

COMPANY NAME – DEPARTMENT, Las Vegas, NV

Relevant Job Title

Month XXXX – Month XXXX

- ❖ [ACTION VERB] [HARD SKILLS] [METRICS] [RESULTS]
- ❖ EXAMPLE: *Designed and built statistical analysis models on large data sets using Teradata. Boosted sales by 17%.*
- ❖ [ACCOMPLISHMENT] [MEASUREMENT] [TASK COMPLETED]
- ❖ EXAMPLE: *Proposed solutions to improve system efficiencies, leading to a 15% reduction in operating costs.*
- ❖ [JOB DUTY DIRECTLY RELATED TO JOB YOU ARE APPLYING]

COMPANY NAME – DEPARTMENT, Las Vegas, NV

Relevant Job Title

Month XXXX – Month XXXX

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Relevant Job Title

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SUGGESTION 1

About You

Be sure to have your latest contact information listed in your header.

Hyper link your LinkedIn or portfolio. Don't put the entire link in the header because that takes up valuable space. **TIP:** If you want to put the entire URL add it to the footer.

A summary is not necessary but if you decide to include one it should be no more than 2-3 sentences max. Focus it on the job you applying too.

SUGGESTION 3

Add Skills

Hard skills - Hard skills are objective, quantifiable skills gained through training, school, or work experiences.

Transferable skills - You can apply these general skills to various fields, working environments, and industries.

Soft skills - abilities that relate to how you work and interact with other people.

- It's best to group skills based on type
- Try not to have more than 3 listed for each so you're not taking up too much space in the body of your resume

SUGGESTION 2

Education

Education such as a bachelors degree can sometimes be a minimum requirement for a position. It's good to list education first because it's the first thing we tend to look at as recruiters.

- If you are enrolled but have not completed your degree please list the "expected date"
- Also feel free to list certifications if you have them.

SUGGESTION 4

Chronological format

Work experience is a key aspect of great resume. Make sure you putting your current job first then going back in years.

Tailoring your resume might mean you have skip a job that's not aligned to the position. Make sure you have enough years of experience to meet the minimum qualifications.

- If you need to skip a job just explain it during your interview that you had unrelated job
- Make sure you are using Action verbs, metrics, and results to discuss your work