RESUMES

TAILORED FOR EACH POSITION

APPLICANT TRACKING SYSTEMS

Compares your resume to the position description
Typically first step before going to hiring manager
Confused by complex formatting

CONTACT INFORMATION

Name (i.e. Robert "Bob" Torres)

City, state, and zip code (i.e. Columbus, Ohio 43215)

Personal phone number and email

Customized LinkedIn URL

*Tip: Voicemail and email should be work-appropriate

PROFESSIONAL SUMMARY

Use the position description as a guide
List your strengths that align with the position
Avoid the use of "I", "me", and "my"
Do not repeat information included in later sections

SKILLS

What technology and soft skills do you have?

What is your level of proficiency?

List 9-12 skills in a 3-column format

Prioritize skills listed in the position description

EDUCATION/CERTIFICATIONS

List post-secondary credentials you have earned
Add city, state, country, and institution where program was completed
Include certification(s); **bold** your degree(s) for emphasis!

PROFESSIONAL EXPERIENCES

Exclude professional experiences from over 10 years ago

Include employment month and year for all positions

Emphasize your achievements by highlighting results using numbers and metrics

Be truthful and focus on your strengths

CONTACT US WITH QUESTIONS

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