**What Is – and Isn’t – in a Great Resume**

**WHO’S LOOKING?**

* The boss/president/CEO of a company almost NEVER looks at resumes. This job is specifically designed for a person called a Hiring Manager. They do the “hiring and firing” in a company.
* Important key words Hiring Managers look for:
* **Problem solving** 56%
* **Leadership** 44%
* **Oral/written communication** 40%
* **Team building** 33%
* **Performance/productivity improvement** 31%

**THE COMPETITION:**

* **1** in **4** Hiring Managers receive **50** resumes per job listing
* **1** in **10** receive **100** resumes per job listing
* What they’re looking for:
* **Relevant Experience** 77%
* **Specific Accomplishments** 48%
* **Whether or not resume was customized to specific job listing** 41%

**TIPS FOR AN AWESOME RESUME:**

* **Summarize!**
* Make sure you write in your own voice
* Don’t babble on about yourself
* Be personal, but this is not the time for “true confession” statements
* Stick to your specific skills and qualifications
* **Be Confident!**
* Talk about your accomplishments
* Describe how you made a difference or important contributions at your last place of employment
* Talk yourself up. Why would you hire you?
* **Watch your language!**
* Do not start sentences with *I, We,* or *Our*
* Do not use full sentences – this is the time for short phrases and fragment sentences!
* Use bullet points with strong action verbs
* **Keywords are key!**
* Resumes are either screened by a person or a machine, looking specifically for keywords!
* Know the job qualifications and match the keywords in your resume. Otherwise yours won’t even be read!

**COMMON RESUME MISTAKES:**

* Unprofessional title and email address
* 2hot2handle@cantgetajob.com
* Links to inappropriate content
* #ilovetododrugs
* Inappropriate social media
* Pictures of drinking, inappropriate dress, recreational drug use, promiscuity
* Unprofessional objective
* “I want a fun job where I can show up whenever I want and make lots of money.”

**REMEMBER:**

**Your resume needs to be PERFECT. Hiring managers, or their assistants, will often weed out resumes with glaring spelling mistakes, bad formatting, missing components in the first go-round.**

**EXAMPLE TEMPLATE:**

**YOUR NAME**

**Street address Phone number**

**City, State and zip email**

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**Profile/Objective**

**Experience**

**Education**

**Interests/Awards Received**

**References**