

**PROFESSIONAL
DEVELOPMENT**

**BUILDING A WINNING
RESUME by Natalie Raby**

Volume 4 Issue 2

Hack

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Ready for a job-winning resume that actually gets results? Look no further! Here is a hack from a Senior Talent Acquisition expert that provides strategies and methods for resume development. Get ready to re.engineer your resume!

Contact Information

Make sure your contact information

Hello...? is current,

which

includes

phone #

and email address (email should bear your name and not

hotlips20@gmail.com).



You can include your LinkedIn profile address in your contact information.

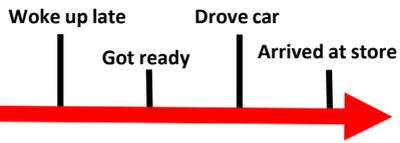
We're Sorry, You Have Reached a Number That Has Been Disconnected or Is No Longer in Service.

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Resume Body

Current and previous employers (**resume should be in chronological order**). Start and end dates for your

most recent positions. It should include your education and degrees, as well as achievements from your work experience.

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Your Qualifications

First and foremost, employers want to know if **you are qualified for the job**. Hiring managers spend most of their time skimming through resumes to identify keywords that match the job description.

**Hack****4**

Tell Your Story

Each time you apply for a job, carefully dissect the job posting.

Create a list of skills, knowledge, and experience required for the position that match your experience. After you have created a

list, identify the **strongest matches**.

These will be the keywords you will use

throughout your resume. Hiring managers want to read resumes that

tell a story about a candidate's

career. This helps them identify the reason why

you are applying &

whether you would be a good fit.



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Tell Your Story, continued

Make sure your resume outlines the **key responsibilities** you have held in each position and how they have contributed to your overall career success. Your job titles should also give the employer an idea of the type of experience you have had. While you should labor over choosing the best **action words and power verbs** for your resume, and ensuring that everything is phrased perfectly, know that few hiring managers are actually reading your resume. They are speedily

scanning the page, looking

RESUME BULLETS

INDUSTRY TERMS

45%

COMMON WORDS

25%

ACTION/ POWER WORDS

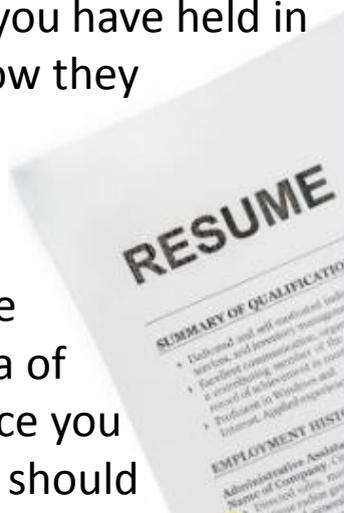
15%

MEASURABLE RESULTS

15%

CULTIVATED CULTURE

for keywords and major facts that will show if you are a good fit.

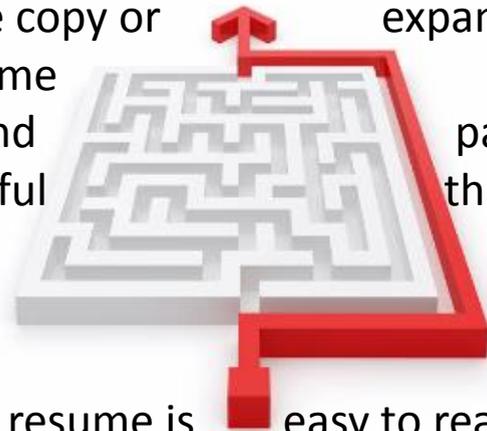


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Hack

Resume Formatting

Your resume should be written in a reasonably sized, legible font, and have normal-sized margins. Do not make hiring managers or potential interviewers wonder if they need a prescription for reading glasses — a too-tiny font is a sign you should cut some copy or expand your resume onto a second page. Be mindful that your



your resume is easy to read both on screen and in a printed out hard copy. **Make it easy** for employers to find this valuable information — include enough white space between lines and in the margins to make it scannable and put the focus on the relevant information.

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Be Relevant & Value Focused

It is in your best interest to make easy for employers to understand you as a candidate. Their number one goal is to find a well-qualified candidate so go beyond listing day-to-day tasks and responsibilities. **Think BIG!** They want to know what you will accomplish if you are hired. Give them a sense of your abilities by putting your achievements — whether it is overhauling an inefficient system, saving the company money, or generating sales revenue — on display. And make sure that most relevant accomplishments, the ones that readily translate to the job you want, are most visible. Use your resume to draw as straight a line as possible between your ~~CRISIS~~ SOLUTION experience and accomplishments & the job you want.


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Things You Should Not Do

Things to never put on your resume: age, ethnicity, sexuality, a photo, SSN.

DO NOT include salary information.

DO NOT include references.

DO NOT include hobbies or interest.

DO NOT include why you left your job.

Save these discussions for a later date. Employers are not interested in an irrelevant part-time job you did 20 years ago. Only list recent experience.

Hack**End**

Conclusion

This **HACK** has provided perspectives on what employers and recruiters are looking for in a resume. We couldn't include all of the tips but don't worry, you can watch [this video](#) for more insights from Natalie. The key is to be a story teller and share how you create value. Now get to work & re.engineer your resume!