

Amp Up Your Resume!

1. Make it targeted
2. Make it sing your praises
3. Make it easy for the recruiter



Make it targeted...

- Keep a master list of your work experience, but filter each resume to share what is most relevant. How? As yourself these three questions:
 - Is this experience relevant to the position I am applying for?
 - Is this experience relevant to the organization I am applying for?
 - Do I feel more confident as a candidate with this on my resume?
- Echo keywords in the job description in your resume



Make it sing your praises...

Rather than highlight job duties, highlight skills and successes:

Jane's Clothing Boutique
Retail Store Associate

I was responsible for assisting shoppers, for using the cash register, and for sorting clothes by size and style



Jane's Clothing Boutique
Retail Store Associate

Provided excellent customer service, regularly exceeded sales goals, and expertly navigated a high-tech Point of Sale system.

Don't forget about...



Education



Volunteer work & community involvement



Extracurricular Activities

Make it easy for the recruiter...



Make your resume simple, neat and easy to read
**only get flashy with formatting if it makes sense for the job*

Keep your best stuff at the top

Include contact info at the top & keep it to relevant info only

Review your resume for “readability”