

AVS CONSULTING STRATEGIES

Creating A Standout Resume

A RESUME GUIDE



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TIPS FOR A STANDOUT RESUME



"Your reputation is often your resume" -Jaclyn Johnson

Writing your resume can be a challenging task. Maybe you are not great with words. Perhaps you struggle expressing your accomplishments without it looking as if you are boastful. You may have never broken your experiences down before and you do not know where to begin.

No matter what your difficulty may be, the fact is, you have to write a resume if you plan on getting hired. There are several methods to use that will guarantee that you are covering your bases. At the same time you must sell yourself well. Remember, you want to stand out from the hundreds of others applicants that are your competition for obtaining a position.

When writing your resume, consider what defines you as an employee. Avoid using cliché phrases. Target your resume to each job that you are applying for. Have a PDF version of your resume for online applications. Regularly update your resume with each skill learned or responsibility taken on.

Your format must have a clean look. Consistency in your headings, titles, and margins are critical.

Identify your skills right off of the bat. Let your employer know exactly what they are getting if they hire you.

Use advanced phrases and terminology. Language you choose to incorporate into your resume is key. Use positive and stand out action power words to describe your experience.

Discuss your accomplishments in great detail. You are providing evidence of how you have achieved results. You must not just provide a list of responsibilities in your resume, you are marketing yourself. Give specific examples of your competence, resourcefulness, skill, ability to meet deadlines, and overcome challenges.

Do not use a template. Take the time to organize your resume that makes you stand out.

Edit your resume. Check for spelling, and grammar. Make sure you have capitalized and bolded in a consistent manner.



RESUME TIPS

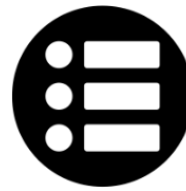
Because everyone has to write and submit a resume in order to get the job, you want to do all that you can to make sure that you stand out! Take the time to put together a sharp resume that not only looks good, but makes YOU look good. This can be done by incorporating numbers, using categories, being intentional with your content, and adding a cover letter to your application package.

Incorporate Numbers



What are client numbers?
How many people are on your team or project?
What are percentages you increased or reduced?
What was your budget?
Did you create efficiency in a measurable way?

Categories



Break up your information into categories to keep your reader engaged. Career Summary, Skills, Education, Professional Experience, and Certifications are common categories.

4 Best Strategies

Content



Be deliberate with the details of your experience. This requires a plan, you have to conceptualize what you want to say, and then formalize it in a logical and concise way.

Incorporate a Cover letter



You can always stand out by including a cover letter, whether it is asked for or not. Adding a well developed cover letter with your resume likely to get you an interview.

