

A group of people are gathered around a wooden conference table in a meeting room. In the background, a whiteboard displays a diagram with the word "Company" at the bottom. A large, semi-transparent orange circle is centered over the image, containing the text "RESUME FAQ" in a bold, orange, sans-serif font. Below it, "JMW CAREER CONSULTING" is written in a smaller, white, sans-serif font. The overall scene is dimly lit, with the primary light source being the circle's glow.

# RESUME FAQ

JMW CAREER CONSULTING

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## How Many Pages Should A Resume Be In Length?

There is no magic number but I will tell you to keep these things in mind:

- The people reading your resume have short attention spans. Long (**4**pgs+) resumes will end up in the trash bin.
- You have **6**-seconds to catch the readers attention.
- **1**-Page Hitter Quitters are easier to digest for comprehension and for the eye scan.
- My recommendation is to build a strong **2** page resume that is intriguing, scroll stopping, and interview inviting.



# What Format Should I Use For My Resume

## 3 Options:

- **Chronological:**
  - Arrange starting from current company/role.
  - Gives a clear/cut focus on your career experience-more emphasis is put on your positions.
- **Functional:**
  - In your favor when you have unexplainable gaps in your professional history.
  - Focuses on soft/hard skill sets and industry expertise.
- **Combo:**
  - Beginning **1/3** of your resume focuses on the transformations created, impacts driven, and value curated.
  - Career Experience is in chronological order.



# 3

## What Should Be Included In Your Resume

### 5 Points:

- **Contact Information:**
  - City, State | Email | Cell Number Clickable  
LinkedIn URL
- **Authentic Career Summary:**
  - Describe your professional attributes that make you a competitive candidate. Sprinkle a feel for your personality in there.
- **Industry Assets/Valuable Assets:**
  - This can be a list/bullet points to pin point your strengths.
- **Leadership Snapshot:**
  - Can include the highlights you want a reader to received in the beginning **1/3** of your resume or during the **6**-second scan.
  - **Can include:** Technical Aptitude, Awards, Recognitions, and measurable metrics.
- **Career Experience:**
  - Create a **1-2** sentence summary under each position.
    - Follow with **3-4** bullet points with metrics, percentages, high-impact turnarounds, or changes you created.
- **Education/Certifications:**
  - Dates not necessary unless certifications need them.



## How Far Back To Go In Job History. On Your Resume

### 5 Points:

- **Career Experience:**
  - Include your roles from the last **10** years.
    - These are the roles that have structured the current professional you are.
    - Provide details that will demonstrate your competitive contributions to any company.
  - You can create a section titled "**Career Trajectory**" for roles beyond 10+ years as bullet points for interview conversations, no details.



## What Areas Do I Tailor To Apply For Various Positions?

The "**Hot Spot**" is your career summary, this section is at the very beginning of your resume.

### **Action Steps:**

1. Print the job announcement/description
2. Grab a bright colored highlighter
3. Conduct your own **6**-second scan and highlight the key words that catch your attention
4. You want to align the key words with your summary that match with your professional aptitude and showcase you actually READ what the company is looking for.
5. **DO NOT** copy and paste, make it authentic to your way of writing and delivery style.



## How Do I Create An Authentic Career Summary?

Your summary structure can be from **2-4** sentences and you want to include the following:

What is your competitive edge?

- Are you a master negotiator?
- Can you create comprehensive strategies to lead teams in achieving maximized revenue results?

What personal characteristics do you bring to level up a team/company?

- Is your voice angelic enough to calm down the angriest of customers?
- Are your communication tactics so transparent that executives come to you for tips.

You want to display your strengths, impacts, and valuable traits that will move you to the CALL NOW pile.



- Follow these tips Screenshot/share
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**BE DILIGENT | STAY RESILIENT | KEEP APPLYING**