RESUME WRITING TIPS

A resume is your marketing tool and what will get you through the Applicant Tracking System (ATS) to a human for review. It needs to contain all the relevant information to highlight your Personal Brand (see **My Personal Brand Worksheet**) and Accomplishments (see **Accomplishments Worksheet**). You have access to a **Resume Template** – tips are highlighted in yellow and you only need to type over the formatted text already there. We've also given you our personal resume, to give you even more examples and information. Please use whatever wording and language you like!

TIPS FROM THE MOST COMMONLY ASKED QUESTIONS

- **Number of Pages:** In the past, you may have heard that you need to keep your resume to one page only. Things have changed and resumes are being submitted electronically. This rule no longer applies and you should use the number of pages you need to cover your experience. One exception – try not to go beyond 4 pages because another human is reading this!

- **1st Half of the 1st Page:** The first person to read your resume is typically a recruiter. They are screening resumes on behalf of the hiring manager and may not be intimately familiar with the role. They will skim your resume very quickly and know the words to look for, as well experiences that are directly related to the job. Use the **Resume Template** to front-load your resume and give them a reason to keep reading for more details. If there is a good match, your resume will get forward to the hiring manager, who will look at the rest of the resume in detail.

- **Keywords:** The job posting is full of keywords (technical experience, behaviors, capabilities). Use this and add the relevant words to your resume. Keywords get your through the ATS into the hands of a Recruiter and then into the hands of the Hiring Manager. The Hiring Manager knows the job in detail and what s/he is looking for in a candidate.

- **Gap in Employment:** You don't need to worry about gaps in employment. You just need to provide a reason/explanation for them. Keep the explanation general - you are not required to go into detail. The **Resume Template** has an example/placeholder.

- **Short Tenure:** If you were with a company for a short tenure (under 2 years), do not worry. It is becoming more commonplace. To get ahead of the question, you can add a "Reason for Leaving" line on the job and make a note. The **Resume Template** has a place for this, if you need it.

- **Limited Experience:** You may be new to the job market or you have limited experience, but you have experience where you have built capabilities. You can list volunteer experience, work with community organizations, work with teams in school, etc. Experience is experience, regardless of the setting!

- **Exaggerating:** Don't do it. Word the information in your resume strongly, but not overly exaggerated. Your resume gets you to an interview and the interviewers will ask you about your experience. They will be able to tell if you exaggerated, damaging your personal brand and/or disqualifying you for the role.

- **Process:** The process can feel like an eternity when you are applying for a job. Here is what is happening on the other side to give you insight into the delays you will encounter.
    - Resume Submitted – ATS
    - Resume Reviewed – Recruiter
    - Phone Screen – Recruiter
    - Interview – Hiring Manager
    - Interview(s) – Additional Interviewers, based on company process
    - Assessments (If Required)
    - Candidate Review – All Interviewers come together to talk about the candidates and provide a recommendation
    - Offer Extended/Negotiation
    - Drug Screen/Background Check
    - Day 1