THE HIRING TREE

STRATEGIC HR+AI CONSULTING

RESUME & JOB SEARCH QUICK GUIDE

# PLANT YOUR RESUME RIGHT

*A resume is a seed. Plant it with care, tend it every year, and it will keep bearing fruit for your whole career. Keep this page and come back to it every time you apply.*

## BUILDING YOUR RESUME

1. **Keep it to one page.** A hiring manager may give it 10 seconds. Make every line earn its spot.
2. **Count all of your experience.** The family business, babysitting, and mowing lawns all count if you learned a skill or carried responsibility.
3. **Extracurriculars matter.** Sports, clubs, band, student government, volunteer work, and service projects show teamwork and commitment.
4. **Show your skills inside each job.** Recruiters want to know *how long* you've used a skill, and a list at the top can't show that. Certifications (CPR, food handler) can go in a short line at the bottom.
5. **Use 3 to 5 bullets per job.** Keep each one simple and use strong keywords and phrases.
6. **Start every bullet with a strong action verb** that shows what you did and the impact it had.
7. **Quantify whenever you can.** Numbers turn a duty into a result. How many, how much, how often?
8. **Read the job ad or description closely.** Pull out its keywords and phrases to help describe your real experience, but never embellish.
9. **List your education.** Include your school, expected graduation month and year, and any honors, AP or concurrent enrollment classes, or courses that fit the job.
10. **Remember ASK: Abilities, Skills, Knowledge** (commonly called KSAs). For every job or activity, ask yourself what you were able to do, what skills you used, and what you learned.

### QUANTIFY IT

**WEAK** ~~Worked the cash register.~~

**STRONG** Handled 80+ customer transactions per shift with a balanced drawer every night.

### STRONG ACTION VERBS

Led · Organized · Trained · Built · Improved · Solved · Served · Managed · Created

## HABITS FOR LIFE

- **Keep a work journal for the rest of your career.** Write down dates, duties, wins, numbers, and your supervisors' names. Future you will thank you.
- **Keep your LinkedIn (16+) and Indeed profiles up to date.** Employers look you up, so make sure they find the current you.

## BEFORE THE INTERVIEW

- **Research the company.** Check out their website and social channels, then come ready to ask:
  - *What's it like to work here?*
  - *What's it like to work for the manager I'd report to?*
  - *What's it like to work with the team?*
- **Network.** Reach out to people you know who already work there. A friendly name on the inside can open the door.

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