RESUME DEVELOPMENT FOR 2025 JOB SEARCHING

AGENDA

Résumé True False

Ideal Résumé Template

Jobscan Résumé Optimization

STAR Statements

RÉSUMÉ TRUE FALSE

Résumé True False: Resume Distribution

- **True or False: Less than 3% of sent resumes result in a job interview.**

True

- **True or False: The average time a hiring manager spends looking at a resume is 7 seconds, so your resume needs to make a very quick impression.**

True

Résumé True False: Resume Distribution

• True or False: Applications that get sent before 10 AM have an almost 90% higher chance of getting noticed, while ones sent within the first week of the job vacancy being posted have a further 60% chance of making it in front of a recruiter.

True

• True or False: The Job-Seekers survey found that during their job search, 41.5% of people spend less than 2 hours per day looking and applying for positions.

True

Résumé True False: Resume Format

- True or False: Applicant tracking systems reject most resumes due to bad formatting.

True

- True or False: A two-column resume with headers , footers and text boxes will make me look distinctive. [Two-column resume](#) and [Why you should not use headers, footers, or text boxes.](#)

False

- True or False: What font I use is not important. [Preferred fonts.](#)

False

Résumé True False: Resume Content

True or False: I don't need to worry about developing my resume content since AI will generate it for me. [Recruiters view on AI-generated résumés.](#)

- False

True or False: The average resume only lists about half of the keywords used in the job description.

- True

True or False: 34% of recruiters stating that a lack of result statements is a dealbreaker.

- True

Résumé True False: Resume Content

- True or False: Research shows that candidates with two-page resumes may be up to 2.9 times as likely to get hired than applicants that submit one-page resumes.

True

- True or False: Job descriptions tend to list over 20 required skills on average but most resumes only include 13.

True

- True or False: I should check to discern how readable my resume is https://readabilityformulas.com/calculator-arlc-formula.php

True

Résumé True False: Networking Vs. Resume Applications

True or False Traditional networking makes up 46% of the most effective ways of finding a job but this may not apply to unemployed job seekers.

True

True or False: Networking results in job offers over 80% of the time, so I should concentrate my job search efforts in networking.

https://www.linkedin.com/pulse/85-all-jobs-filled-via-networking-ed-herzog/

• **False! False! False!**

Basic Contact Info

Your Name

Email Gmail Preferred

Phone

Location (City, State, ZIP)

LinkedIn Profile (if you have one)

Job Title and Company Name

Job Title At X Company

Professional Summary

Four or five sentences or four or five bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role. Use terms from job listing or output from Jobscan. Use Writing Prompts. Terms can also go elsewhere in resume.

Writing Prompts Examples

Ability to _____
Background includes_____
Duties includes_____
Experience includes_____
Experienced in_____
Former boss would say_____
Knowledge of _____
Personal qualities include_____
Proficient in_____
Responsibilities include_____
Skills include _____
Track record of accomplishment includes_____

Key Skills Or Competencies

KEY SKILLS OR COMPETENCIES

- Relevant skill/competency
- Relevant skill/competency
- Relevant skill/competency

- Relevant skill/competency
- Relevant skill/competency
- Relevant skill/competency

- Relevant skill/competency
- Relevant skill/competency
- Relevant skill/competency

Experience–Only Most Recent Fifteen Year

Title   **Start Date - End Date (Current)**

Company Name, Location

   (Situation, Task, Action, and Result)

   (Situation, Task, Action, and Result)

   (Situation, Task, Action, and Result)

Title   **Start Date - End Date**

Company Name, Location

   (Situation, Task, Action, and Result)

   (Situation, Task, Action, and Result)

   (Situation, Task, Action, and Result)

Education

Degree Name and Acronym

Major (if applicable)

Month/Year of Completion (If not more than 15 Yrs)

Institution Name

Certifications, Awards, Recognitions, Volunteer Work

[Certification], [Certifying organization] - [Year earned]

Award, recognition or volunteer work

Award, recognition or volunteer work

JOBSCAN RÉSUMÉ OPTIMIZATION

https://www.jobscan.co/

https://app.jobscan.co/dashboard

https://app.jobscan.co/match-report/4846023   80%

New scan

Resume

MARVIN TELLO
mtello@email.com
(123) 456-7890
San Antonio, TX
LinkedIn
CAREER OBJECTIVE Lead Sales Specialist

A forward-thinking salesperson with 5+ years of experience and
over $2M in sales who knows the importance of empathy and
attentiveness in closing deals. Seeking a lead sales specialist role
where I can continue to foster and hone these traits as I
continue
to grow within an accomplished sales organization like Pitney

EDUCATION 2018 - 2022

Drag & Drop or Upload   Import from LinkedIn

Job Description

Sales Specialist Job Description

[Company X] wouldn't be an industry leader without its
successful sales team. We're seeking a qualified sales specialist
to sell our products and services that help improve the lives of
people around the world. The ideal candidate will have a strong
understanding of the sales process and excel at generating
leads, building relationships, and closing deals. We're seeking a
quick learner who has strong listening and negotiating skills as
well as an ability to showcase our offerings in a compelling way.
Often tasked with giving presentations, attending networking
events, and participating in trade shows, the sales specialist must
be both approachable and professional in order to help us
extend our global reach and impact.
Objectives of this role

Clear

Scan   ⚡ Power Edit

Match Report - Jobscan   ×   27 Sales Resume Examples That ×   Sales Specialist Job Description ×   +

https://app.jobscan.co/match-report/4846023   70%

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Resume scan results
Company - Job Title ✏

Track   Print

Resume   Job Description

Match Rate

45 %

Upload & rescan

⭐ **Power Edit**

Searchability	4 issues to fix
Hard Skills	9 issues to fix
Soft Skills	8 issues to fix
Recruiter Tips	3 issues to fix
Formatting	

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Searchability IMPORTANT

Applicant Tracking Systems (ATS) are computers that process your resume to understand your work history and relevance to the job description. These findings typically include your work history, job titles, relevant skills and education, as well as contact information like your name, phone number, and email address.

Tip: Complete all checks below to ensure your resume is easily searchable by recruiters and ATS.

ATS Tip	?	✗	Adding this job's company name and web address can help us provide you ATS-specific tips. Update scan information
Contact Information	?	✓ ✓ ✓	You provided your physical address. Recruiters use your address to validate your location for job matches. You provided your email. Recruiters use your email to contact you for job matches. You provided your phone number.
Summary	?	⚠	We did not find a summary section on your resume. The summary provides a quick overview of the candidate's qualifications, helping recruiters and hiring managers promptly grasp the value the candidate can offer in the position.
Section Headings	?	✓ ✓	We found the education section in your resume. We found the work experience section in your resume.
Job Title Match	?	✗	The job title provided or found in the job description was not found in your resume. We recommend having the exact title of the job for which you're applying in your resume. This ensures you'll be found when a recruiter searches by job title. If you haven't held this position before, include it as part of your summary statement. Update scan information
Date Formatting	?	✗	ATS and recruiters prefer specific date formatting for your work experience. Please use the following formats: "MM/YY or MM/YYYY or Month YYYY" (e.g. 03/19, 03/2019, Mar 2019 or March 2019). View Incorrectly formatted dates
Education Match	?	✓	Your education matches the preferred (Bachelors degree) education listed in the job description. Update required education level
File Type	?	✓	Your file name doesn't contain special characters that could cause an error in ATS.

Feedback ×

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Hard skills   HIGH SCORE IMPACT

Hard skills enable you to perform job-specific duties and responsibilities. You can learn hard skills in the classroom, training courses, and on the job. These skills are typically focused on teachable tasks and measurable abilities such as the use of tools, equipment, or software. Hard skills have a high impact on your match score.

Tip: Match the skills in your resume to the exact spelling in the job description. Prioritize skills that appear most frequently in the job description.

Skills Comparison	Highlighted Skills

Skill 📋 Copy All	Resume	Job Description
salesforce	2	2
research	✕	2
excel	1	2
business opportunities	✕	1
outreach efforts	✕	1
sales experience	✕	1
sales techniques	✕	1
Customer Service	2	1
sales tactics	✕	1
sales process	✕	1

Feedback ✕

HTTPS://WWW.YOUTUBE.COM/WATCH?V=Z394WESRNGO

https://app.jobscan.co/match-report/4846023 70%

Resume scan results
Company - Job Title ✎

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Soft Skills — 8 issues to fix

Recruiter Tips — 3 issues to fix

Formatting

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Soft skills `MEDIUM SCORE IMPACT`

Soft skills are your traits and abilities that are not unique to any job. Your soft skills are part of your personality, and can be learned also. These skills are the traits that typically make you a good employee for any company such as time management and communication. Soft skills have a medium impact on your match score.

Tip: Prioritize hard skills in your resume to get interviews, and then showcase your soft skills in the interview to get jobs.

Skills Comparison		Highlighted Skills
Skill ⧉ Copy All	**Resume**	**Job Description**
Building Relationships	✗	2
outreach	✗	2
organizational skills	✗	1
negotiating skills	✗	1
quick learner	✗	1
communication	✗	1
Insightful	✗	1
Listening	✗	1

◇ Match Report - Jobscan ✕ | ▶ 27 Sales Resume Examples That ✕ | in Sales Specialist Job Description ✕ | +

⬦ 🔒 ⇄⊘ https://app.jobscan.co/match-report/4846023 · ▤ 80% ☆

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Company - Job Title ✏

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[⚡ Power Edit]

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Recruiter tips   [IMPORTANT]

Job Level Match	❔ ⚠	You have more years of experience than the role requires. Keep in mind that our assessment considers total experience, not just relevant years. If you're changing fields or have specific reasons for pursuing this role, consider adding a brief explanation in your application to provide context.
Measurable Results	❔ ✅	There are five or more mentions of measurable results in your resume. Keep it up - employers like to see the impact and results that you had on the job. **View Measurable Results**
Resume Tone	❔ ⚠	We've found some negative phrases or cliches in your resume: **View Negative Words**
Web Presence	❔ ✖	Consider adding a website or Linkedin url to build your web credibility. Recruiters appreciate the convenience and credibility associated with a professional website.
Word Count	❔ ✅	There are 319 words in your resume, which is under the suggested 1000 word count for relevance and ease of reading reasons.

Formatting

	✅	Your resume does not contain columns. Some ATS have trouble accurately parsing columns.
	✅	Your paragraphs are concise and to the point, which makes your resume easier for recruiters to read.
Layout	❔ ✅	Your resume doesn't contain images.
	✅	Your resume does not contain any tables.
	✅	Your resume primarily uses standardized left alignment for text sections.

Feedback ✕ 💬

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Resume Tone	⚠	We've found some negative phrases or cliches in your resume:	
		View Negative Words	
Web Presence	✕	Consider adding a website or Linkedin url to build your web credibility. Recruiters appreciate the convenience and credibility associated with a professional website.	
Word Count	✓	There are 314 words in your resume, which is under the suggested 1000 word count for relevance and ease of reading reasons.	

Formatting

Layout
- ✓ Your resume does not contain columns. Some ATS have trouble accurately parsing columns.
- ✓ Your paragraphs are concise and to the point, which makes your resume easier for recruiters to read.
- ✓ Your resume doesn't contain images.
- ✓ Your resume does not contain any tables.
- ✓ Your resume primarily uses standardized left alignment for text sections.

Font Check
- ✓ Special characters were not overused in your resume.
- ✓ Your resume makes use of sparse bold styling. This increases readability for a recruiter.
- ✓ Your font is in a readable color.
- ✓ Your resume does not overuse different fonts.
- ✓ Your resume uses a standard font.
- ✓ The average font size of your resume meets readability and ATS standards.

Page Setup
- ✓ Your resume does not contain information in footers.
- ✓ Your resume does not contain information in headers.
- ✓ Your margin sizes are all consistent and standard sizes.
- ✓ Your document page size is standard.

WORKING ON STAR ACCOMPLISHMENT STATEMENTS

Describe an accomplishment (preferable four or five throughout your Work History) that you would communicate to the recruiter or hiring manager in an interview:

• What was the situation:

• What tasks did you do:

• What action did you take:

• What were the results:

THANK YOU

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