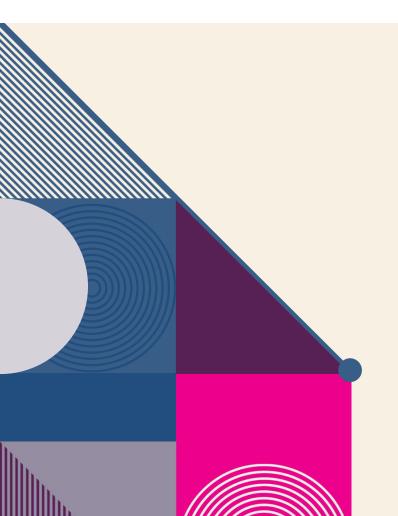
RESUME DEVELOPMENT FOR 2025 JOB SEARCHING



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. <u>Two-column resume</u> and <u>Why you</u>

should not use headers, footers, or text boxes.

False

True or False: What font I use is not important. <u>Preferred fonts.</u>

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. <u>Recruiters view on AI-generated résumés.</u>

• 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-edherzog/

• 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

Company Name, Location

(Situation, Task, Action, and Result)

(Situation, Task, Action, and Result)

(Situation, Task, Action, and Result)

Title

Company Name, Location

(Situation, Task, Action, and Result)

(Situation, Task, Action, and Result)

(Situation, Task, Action, and Result)

Start Date - End Date (Current)

Start Date - End Date

Education

Degree Name and Acronym

Major (if applicable)

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

Institution Name

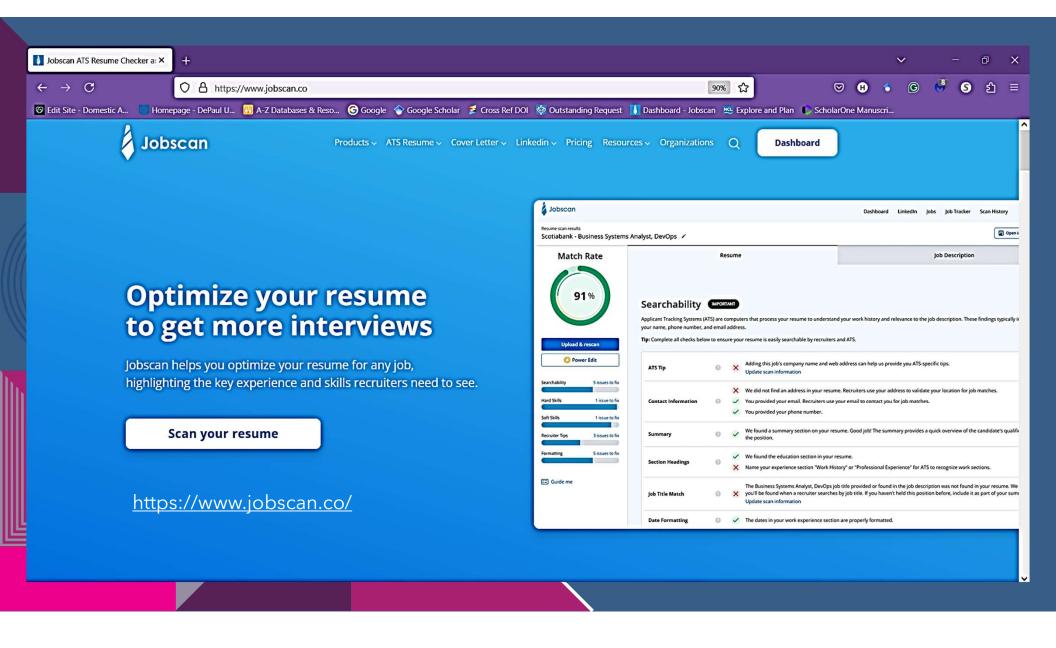
Certifications, Awards, Recognitions, Volunteer Work

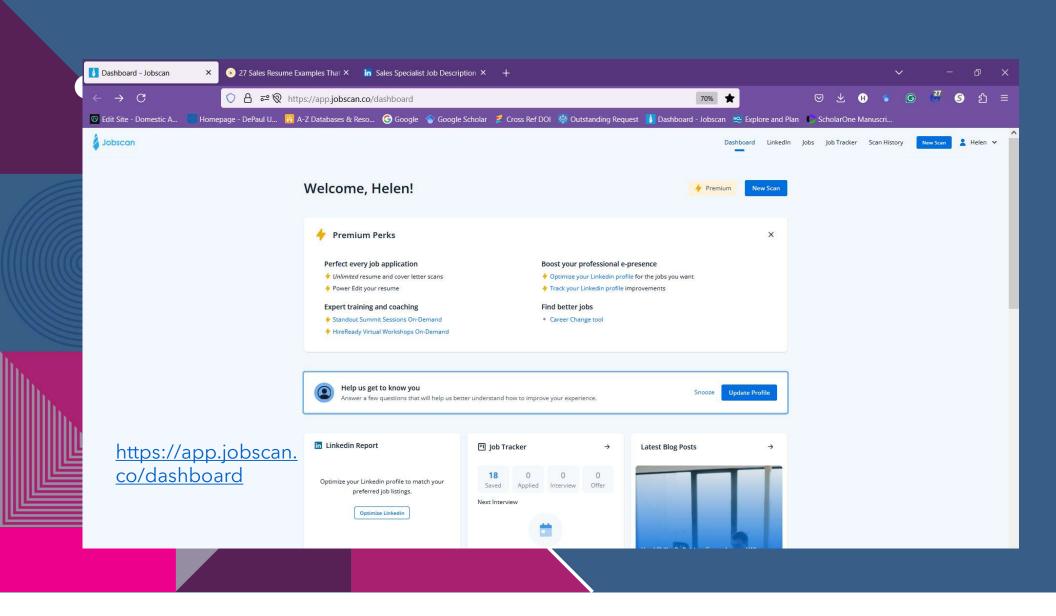
[Certification], [Certifying organization] - [Year earned]

Award, recognition or volunteer work

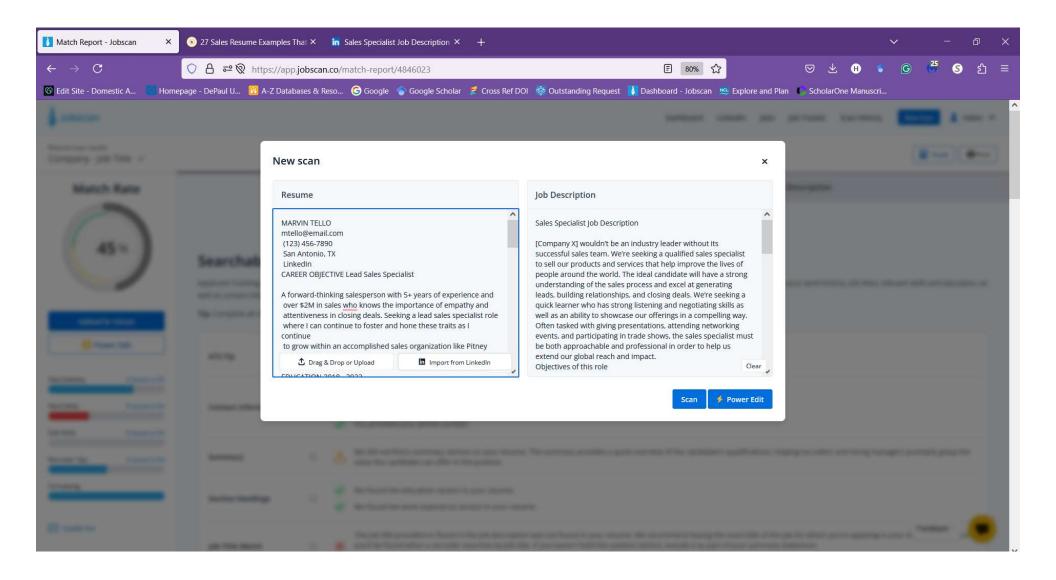
Award, recognition or volunteer work

JOBSCAN RÉSUMÉ OPTIMIZATION





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	Resume	Job Description	
	MARVIN TELLOmtello@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 Bowes.	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	
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	Q Director IT Source to Pay	Search for a city	
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pload & rescan	Tip: Complete all checks belo	ow to ensure	e your resume is easily searchable by recruiters and ATS.					
🕗 Power Edit	ATS Tip	0	Adding this job's company name and web address can help us provide you Al Update scan information	TS-specific tips.				
4 issues to fix	Contact Information	0	 You provided your physical address. Recruiters use your address to validate y You provided your email. Recruiters use your email to contact you for job mat You provided your phone number. 					
3 issues to fix	Summary	0	Ke did not find a summary section on your resume. The summary provides a	quick overview of the candidate's qualifications, helping recruiters and hiring mar	nagers promptly grasp the value the	e candidate ca	n offer in the po	osition
	Section Headings	0	 We found the education section in your resume. We found the work experience section in your resume. 					
me	Job Title Match	0	The job title provided or found in the job description was not found in your re by job title. If you haven't held this position before, include it as part of your s Update scan information	sume. We recommend having the exact title of the job for which you're applying is summary statement.	n your resume. This ensures you'll l	e found when	n a recruiter sea	rches
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	Education Match	Ø	Vour education matches the preferred (Bachelors degree) education listed in Update required education level	the job description.				
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Company - Job Title 🧭

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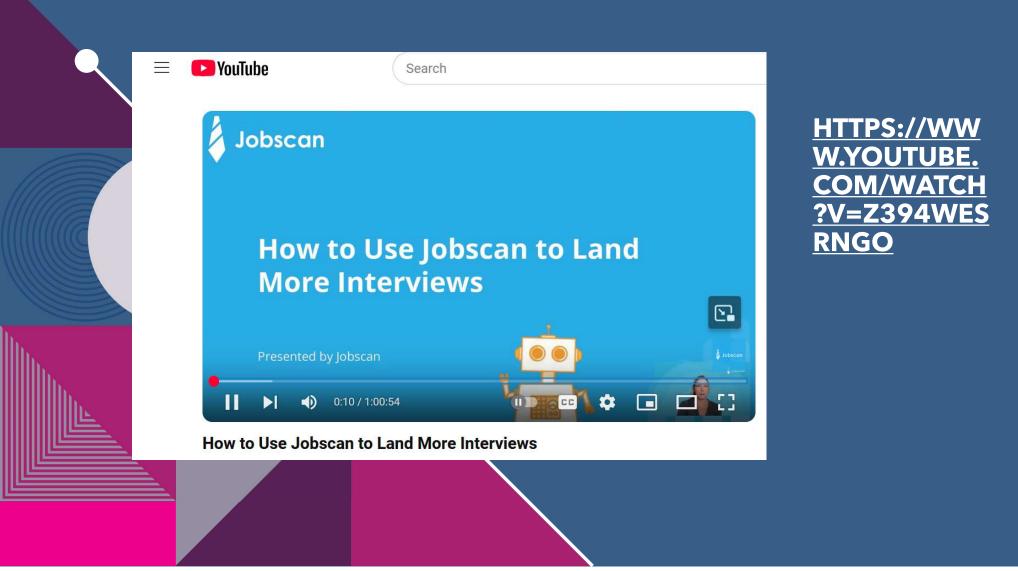
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Hard skills	HIGH SCORE IMPACT	
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Hard skills enable you to perform job-specific duties and responsibilities. You can learn hard skills in the classroom, training courses, and on the job. These skills 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	
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alesforce	2	2	
research	×	2	
excel	1	2	
pusiness opportunities	×	1	
putreach efforts	×	1	
ales experience	×	1	
ales techniques	×	1	
Sustomer Service	2	1	
ales tactics	×	1	
ales process	×	1	Feedback ×



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Upload & rescan Power Edit archability 4 issues to fix	have a medium impact on your match score.	any job. Your soft skills are part of your personality, and can be learned also. nd then showcase your soft skills in the interview to get jobs.	These skills are the traits that typically make you a good employee for a	iny company such as time managem	ent and com	munication. So	ıft skills
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	negotiating skills	×	1				
	quick learner	×	1				
	communication	×	1				
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🖅 Guide me	Layout	~	Your resume does not contain images. Your resume does not contain any tables. Your resume primarily uses standardized left alignment for text sections.
	Font Check	0	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.
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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

Helen LaVan, PhD, LPC, CPRW

Professor of Management and Entrepreneurship

DePaul University

<u>hlavan@depaul.edu</u>

630-222-7928