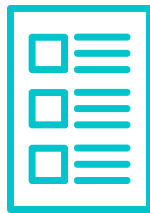# Building a Strong RESUME

Recruiters **spend 6-15** seconds looking at a resume before deciding whether they want to interview the candidate

75% of resume view time is spent on name, current title/company and past titles/companies. Recruiters are looking for relevant work experience

Break your resume into clear, easy to read sections

Many resumes are scanned and then searched through Applicant Tracking Systems (ATS). The software searches for optimal keywords and either accepts or rejects

Match Key words!

Resume Don'ts

Don't use templates

Don't include personal details like hobbies, marital status, etc

Don't include references or say "References available upon request." Put references on a separate paper

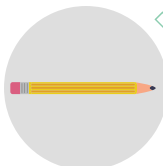Don't use an unprofessional email address

Don't use complicated formatting

Don't exaggerate titles and/or responsibilities

Don't change tense throughout
Don't write in first person

Don't make spelling or grammatical errors

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Resume
Do's

List most current college degrees or highest level degree first

Optional to include:
Awards & Honors, Technology Experience, Language Proficiencies, Certifications/Licenses, Professional Development

- List past experiences with: Position title, Organization, City, State, Date
- List most relevant positions first

Use a professional email address

Use a clear format
Check spelling/grammar

- Use professional font
- (Veranda, Calibri, Times New Roman, Arial)
- Font size: 18-22 Name,
- 12-14 Headings, 11-12 content

Show leadership
Identify your achievements

3-5 Bullets highlighting experiences. Tailor it to position requirements

WHAT EMPLOYERS SEEK

1. Communication Skills (verbal)
2. Ability to work with a team
3. Decision-making/problem-solving skills
4. Organization and planning skills
5. Ability to obtain and process information

6. Leadership skills
7. Technical and computer skills
8. Communication skills (written)
9. Initiative
10. Ability to sell or influence others

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