

Building a Strong **RESUME**

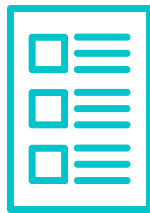


Recruiters **spend 6-15** seconds looking at a resume before deciding whether they want to interview the candidate



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!





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