Building a Professional Resume

Basic Information

- ➢ Full Name
- ➢ Address (optional)
- ➢ City, State
- ➢ Cell Phone Number
- ➢ Email Address
  - o Professionally worded (NOT – fuzzybunny@hotmail.com)
  - o Familiar domain (e.g. – Gmail)
- ➢ LinkedIn Profile Link (optional)
  - o Only link to your resume if your LinkedIn profile is fully built and is in sync with your resume

Key Skills

- ➢ Your core skills tailored by your experience and the role you are applying to
- ➢ Who you are and what you bring to the company
- ➢ For ideas / examples:
  - o See sample resumes on template sites
  - o Preview target job postings
  - o Review profiles of professionals in similar roles/industries

Professional Experience / Work History

- ➢ Starting with your current or most recent work experience, list your history for at least the past 10 years in the following manner:
  - o Company name w/ brief company description (helps recruiter/hiring manager know something about these companies)
  - o Position Title
  - o Tenure
  - o Positions titles you were promoted to – shows career progression (if applicable)
- ➢ Highlight accomplishments/achievements and main responsibilities for each position
  - o Accomplishments and achievements will tell a good story and set you apart from most candidates

- o This will help potential hiring managers understand if you can manage the scope of the open position based on your experience
  - o 5-7 bullets on average is sufficient
- ➤ Provide scope/scale detail for each position you held, for example:
  - o Number of people, team, territory managed
  - o Growth in areas/projects managed by revenue, margin, customer sat, etc.

Education
- ➤ Colleges/Universities attended
- ➤ Degrees achieved
- ➤ Educational honors earned
- ➤ Do NOT include dates

General
1. Consider developing 2-3 resumes, each one written specifically for the type of role you are seeking.
2. Customize the key skills and professional experience sections to the specific roles and companies you are interested in.
3. Include detail that illustrates career progression – promotions, additional responsibility, lateral moves to acquire more skills, related training, etc.
4. If relevant for the position, have you included links to a portfolio or samples of your work?
5. Add a personal touch to your experience with personal interests, volunteer, or non-profit work.
6. Audit your social profiles to eliminate anything that appears unprofessional. Many companies will search for you on social platforms to see what they can learn about you.
7. Consider adding links to specific online or social profiles, personal websites, etc.

Online Resume Templates:

- ➤ https://www.jobscan.co/resume-templates
- ➤ https://www.thebalancecareers.com/free-microsoft-resume-templates-for-word-2063143
- ➤ https://www.monster.com/career-advice/cover-letter-resume/resume-samples
- ➤ https://resumegenius.com/resume-templates
- ➤ https://novoresume.com/resume-templates
- ➤ https://www.myperfectresume.com/build-resume

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