

YOUR RESUME

You don't need to have all the bells and whistles to have great opportunities. What is helpful is making sure your resume tells a story of what YOU have specifically accomplished in your role.

It's all about the numbers to catch attention

Instead of:

Managed a team and held weekly meetings

Write this:

Managed a team of 12+ team members and held 2 weekly team meetings

Match words/phrases from the job description you are applying for

Pull up the new job description and adjust some of your wording or phrases within your bullet points to match what is in the job description. This helps with companies who use Applicant Tracking Systems and allows you to DELETE the summary/skills section.

Formatting is important

It's important you make sure to check that all the font is the same, each title is the same size, dates are aligned correctly, etc.

Do what feels good for you

Play around with your resume. Save a few versions and see which one is getting you the most results and continue to use that version. This may include having one with your picture or more bold colors vs one that is slightly more subtle.

Don't be afraid to be different

There are many templates out there, see what you like and what you don't like and think outside of the box. I've had clients who have made short videos and included a link in their contact information to allow the hiring manager to learn more about them in a short time.