Résumés

A résumé is a streamlined document that summarizes your education, experiences, and skills. It is designed to prove that you are the best person for the job, so it should always be company-specific, clear, and confident.

How can I get started on my résumé?

Résumés need to be specific. Thus, you ***should not make only one résumé*** for all of the places you are applying. It is important that you present yourself as the best candidate possible every time you apply. To make drafting easier:

- **Check the company's website for their mission statement and values.**
  - Every company will have specific words, ideas, and skills that they find important.

- **Take notes on every word, phrase, value, and skill that they list.**
  - While it may feel odd to copy their words exactly, companies like to know that you researched them and that you are specifically what they want in a candidate.

- **Think about everything you have done or participated in.**
  - This could be your past jobs, organizations, activities, extracurriculars, leadership opportunities, and general experiences.

- **Think about your skills.**
  - What did you learn from all of your experiences? What are you really good at? What do you know how to do that others may not? Why are you a good choice for any job?

- **Match your experiences and skills to the company's.**
  - Now, take the time to match their words and values to your skills and experiences. *Be creative and confident!* Remember, there is no need to mention everything you have done in a job or with an experience. Just mention what is relevant.

<u>Résumé Design</u>

TRY TO KEEP IT ONE PAGE!

For decoration, you can use a serif font (ABCD) for the headings and a sans serif (ABCD) font for the text. You can also use two professional colors to differentiate the headings and text (like blue and black).

Place your name at the top in a professional and visually appealing way. Display your address and relevant contact information near the top, too. Include white space in the résumé to make it easier to read.

MICHELLE WATTZ

432 1st Ave, Saint Paul, MN 65432 | 805.555.0123
interestingsite.com | michelle@example.com

Serif

Sans Serif

OBJECTIVE

This is the place for a brief summary of your key responsibilities and accomplishments.

SKILLS AND ABILITIES

You might want to include a brief summary of certifications and professional skills.

You can use **bold** for emphasizing labels, titles, and dates.

EXPERIENCE

Hyperwarp Coffee – Atlanta, GA   **11.XX – Present**
This is the place for a brief summary of your key responsibilities and accomplishments.

Hyperwarp Coffee – Atlanta, GA   **6.XX – 4.XX**
This is the place for a brief summary of your key responsibilities and accomplishments.

EDUCATION

Glennwood University – Detroit, MI   **20XX**
Business Communication Degree

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

COMMUNICATION

You delivered that big presentation to rave reviews. This is the place to showcase your skills.

LEADERSHIP

Are you head of the condo board or a team lead for your favorite charity? This is the perfect place to let everyone know.

REFERENCES

Available upon request.

Notice the headings. This template labels **experience**, **education**, **leadership**, and other career specific sections, like **communication**. You may use labels like this, but you may specify other skills and experiences that better match you and the job.

Check the application requirements to see if they require references. Most of the time, you can leave a references section out. This can create more room for the other parts of your résumé, but many Microsoft and online templates will still include it.

Applicant Tracking System (ATS)

An Applicant Tracking System (ATS) is an AI software that many companies use to filter résumés. This means that many résumés are not reviewed by people anymore, so you need to make sure that you design your résumé to pass through ATS filters.

Here are a few tips for designing a résumé that ATS will accept:

- **Use clear and concise language when describing experiences and listing skills.**
  - Double check your grammar, spelling, and sentence structure.

- **Use basic, professional fonts.**
  - For body text, try to only use font size 11 or 12. Stick with only one for text.

- **Use bold for emphasis.**
  - Try not to underline or italicize anything.

- **Avoid emojis, shapes, and uncommon symbols.**
  - **Acceptable symbols** include numbers, bullet points and dashes (• and -), symbols for numbers ($, #, and %), and the pipe symbol (|).
  - **Unreadable symbols** include forward slash (/), ampersands (&), any arrows (<, >, or ^), and accented letters (é or ï).

- **Do not use any photos, graphs, or tables.**
  - ATS cannot read these and may reject your résumé because of this.

- **List dates to the right of education and jobs, and place any degree abbreviations or license abbreviations BELOW your name instead of after it.**

- **Do not use columns or text boxes.**
  - ATS cannot read these formats.

- **Include the title of the position AND multiple keywords from the company's website, mission, and values.**
  - ATS will filter out résumés that it detects do not address the job and the company specifically.