

Resume Writing Tips

WRITE A RESUME THAT GENERATES RESULTS

The average time it takes a recruiter to scan a resume is 10 to 20 seconds. If your resume doesn't state exactly what they are looking for, it will likely be rejected. Emphasize the job's "must haves" in your resume's work history. Key items to look for are: location, function, level, recent experience, education, and the obvious things (spelling /grammatical errors, poor format, large gaps in your work history, too long, verbose and rambling).

Knock the socks off a prospective employer

To write an effective resume, you have to learn how to write powerful but subtle advertising copy about you and what you bring to the job. **FOCUS ON THE HIRING MANAGER'S NEEDS, NOT YOURS.** Remember, your resume will only get a few seconds attention, at best! You have to generate interest right away, in the first sentence they lay their eyes on. Having an objective statement that really sizzles is highly effective. Your Summary or Summary of Qualifications should consist of those qualities that are the most compelling and demonstrate why you should be hired instead of the other candidates. It is your one and only chance to attract and hold their attention, to get across what is most important, and to entice the hiring manager to keep reading.

State your achievements instead of your responsibilities

Resumes that include a long list of "responsibilities include..." are plain boring, and not efficient in selling yourself. Instead of listing responsibilities, describe your professional achievements.

It's all in the presentation

- No typographical errors. No spelling errors. No grammar, syntax, or punctuation errors. No errors of fact. It could cost you the job.
- Simple clean structure. Your resume should be easy to read, symmetrical, balanced, not crowded. Provide as much white space between sections of writing as possible; sections of writing should be no longer than six lines or shorter, if possible.
- Do not use a colored background, fancy fonts, self portraits, or images on your resume. Sure, you might think that the little flowers will cheer up the document, but other people might just throw it away on sight.
- The first thing on your resume should be your name. It should be bold and in a larger font than the rest of the text. Make sure that your contact details are clearly listed. Secondly, both the name and contact details should be included on all the pages of the resume (if you have more than one).
- Spell check, spell check and spell check!

Make sure to use the right key words

Most companies (even smaller ones) use digital databases to search for candidates. This means that the Recruiter will run search queries based on specific keywords. Guess what? If your resume doesn't have the keywords related to the job you are applying for, you will be out even before the game starts.

These keywords will usually be nouns. Check the job description for clues to what the Hiring Manager may be looking for. Another way to find keywords to use in your resume is to use a job search engine to search for job listings similar to the job you are applying for. Review the results of your search. Do you notice a pattern? Do different employers use the same words to describe similar jobs? Incorporate those keywords into your resume if they accurately reflect your skills, abilities and experience.

Action Words

CAN'T THINK OF THE RIGHT WORD?

That could be a real problem. Especially if you're looking for a new job! Whether you're writing your first resume, dusting off and refreshing an old one or preparing for an interview, you want to use the right words to describe yourself and your accomplishments. This list includes a wide variety of action words to help you describe who you are and what you've done. Refer to this list to find just the right word for your resume or your interview prep.

Personal Descriptors

able	dynamic	leading edge	self motivated
accommodating	effective	learning	sensitive
accountable	effective writer	loyal	serious
analytical	energetic	open	service-oriented
articulate	enthusiastic	organized	sincere
authentic	experienced	perceptive	skilled
autonomous	flexible	powerful	stable
available	growth-oriented	producing	straight-forward
catalytic	hardworking	professional	supportive
challenged	honest	quality-oriented	talented
clear thinker	humorous	quick study	team contributor
committed	initiator	reliable	thorough
compassionate	insightful	responsible	trusted
concerned	intelligent	results-oriented	versatile
confident	intuitive	risk-taking	

Action Verbs

How did you observe or pay special attention to something?

addressed	investigated	perceived	studied
examined	inspected	questioned	surveyed
experimented	measured	read	tested
explored	observed	researched	weighed

How did you discover something?

ascertained	discovered	perceived	solved
determined	found	pinpointed	uncovered
detected	identified	proved	verified
diagnosed	learned	recognized	

How did you evaluate something?

analyzed	compared	perceived	rated
appraised	evaluated	qualified	reasoned
assessed	judged	quantified	reviewed

How well did you understand something?

attributed	grasped	perceived	translated
discerned	interpreted	transcribed	

How did you start something?

activated	formed	initiated	opened
adopted	founded	instituted	originated
began	generated	introduced	started
established	implemented	launched	undertook

How did you finish something?

achieved	concluded	finalized	reached
accomplished	ended	finished	realized
attained	established	fulfilled	terminated
completed	executed		

How did you document something?

certified	logged	recorded	supported
charted	mapped	researched	tabulated
documented	proved	substantiated	

How did you supervise employees?

appointed	employed	hired	referred
awarded	enforced	interviewed	selected
enlisted	evaluated	nominated	staffed
elected	fired	recruited	terminated

How were you future-oriented?

estimated	deterred	predicted	projected
forecast	hypothesized	prevented	strategized

How did you manage or lead?

acted	fostered	led	performed
administered	governed	maintained	piloted
advised	handled	managed	processed
conducted	headed	motivated	scheduled
controlled	implemented	navigated	showed
directed	influenced	ordered	supervised
facilitated	integrated	oversaw	used

How did you save the day?

averted	prevented	succeeded
diverted	salvaged	withstood
prevailed	Saved	solved

How were you part of a team?

advised	conferred	fostered	participated
aided	consulted	helped	served
assisted	cooperated	joined	teamed with
collaborated	facilitated	met with	

How did you obtain something new?

acquired	expanded	purchased	secured
bought	obtained	raised	solicited
collected	procured	realized	
cultivated	produced	received	

How did you make something?

assembled	drew	made	programmed
built	engineered	painted	published
composed	fabricated	photographed	sketched
constructed	fashioned	prepared	used
drafted	formed	produced	worked

How did you provide something?

dispensed	installed	provided	supplied
distributed	offered	rendered	
fitted	performed	responded	
furnished	presented	submitted	

How did you operate something?

conducted	handled	performed	repaired
controlled	implemented	troubleshooting	tended
fixed	maintained	ran	used
functioned	operated	rebuilt	worked

How did you organize something?

arranged	collected	coordinated	prepared
assembled	connected	correlated	structured
categorized	combined	implemented	summarized
compiled	consolidated	organized	systematized

How did you make decisions?

activated	approved	decided	resolved
adopted	concluded	determined	settled

How were you accountable?

assured	ensured	protected	secured
confirmed	guaranteed	satisfied	inspected
delivered	guarded	safeguarded	

How did you make changes?

adapted	extended	reorganized	systematized
adopted	extracted	restored	synergized
centralized	implemented	restructured	tailored
combined	improvised	revised	unified
condensed	modified	separated	united
converted	reconstructed	simplified	
edited	redesigned	standardized	
expanded	refined	supplemented	

How did you improve things?

advanced	enlarged	increased	surpassed
augmented	enriched	modernized	streamlined
corrected	expedited	reduced	treated
cultivated	extended	resolved	updated
developed	implemented	revitalized	upgraded
enhanced	improved	solved	

What new idea did you think of?

conceived	devised	invented	solved
conceptualized	discovered	originated	synergized
created	generated	perceived	synthesized
designed	improvised	pioneered	visualized
developed	innovated	shaped	

What connections did you make?

connected	matched	merged	networked
joined	introduced	linked	united

How did you communicate an idea?

communicated	lectured	related	submitted
demonstrated	modeled	reported	symbolized
displayed	persuaded	represented	verbalized
dramatized	presented	shared	wrote
explained	proposed	showed	
illustrated	publicized	spoke	

What did you explain?

defined	detailed	elucidated	explained
interpreted	deciphered	clarified	accounted for

How did you negotiate for something?

arbitrated	mediated	reasoned	settled
balanced	moderated	reconciled	solved
intervened	negotiated	resolved	

How did you work with people?

advised	influenced	prescribed	trained
coached	informed	probed	tutored
convinced	inspired	recommended	mentored
counseled	instructed	reinforced	
educated	listened	rehabilitated	
facilitated	motivated	served	
guided	persuaded	taught	

How did you increase sales or territory?

advanced	enlarged	increased	promoted
advertised	expanded	marketed	publicized
developed	extended	opened up	sold
doubled			

What financial functions did you perform?

analyzed	collected	funded	safeguarded
audited	computed	invested	solved
balanced	dispensed	liquidated	took public
budgeted	distributed	merged	towered
calculated	decreased	minimized	saved
conserved	economized	preserved	
cut	eliminated	reconciled	
checked	financed	reduced	

What did you achieve?

accomplished	attained	gained	secured
achieved	completed	obtained	surpassed
acquired	contributed	realized	
advanced	enabled	reached	

When were you recognized with honors or awards?

acknowledged	awarded	elected	nominated
appointed	credited	granted	selected
assigned	designated	honored	won

When did you get results?

assured	enabled	influenced	resulted in
augmented	ensured	led to	reinforced
contributed	facilitated	promoted	strengthened
empowered	furthered	provided	

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