



TPCTM Global
Training for Professional Competence

Key Components of a Strong Resume

Contact

Information

Include your full name, phone number, email address, and professional social media links, formatted consistently throughout the document.

Summary or Objective

A concise statement highlighting your key skills and experience, tailored to the target job.

Work Experience

Chronological list of your previous roles, including dates, company names, job titles, and key responsibilities and accomplishments.

Skills and Education

Highlight relevant technical and soft skills, and list educational qualifications with relevant coursework.

Crafting an Impactful Summary or Objective

Action Verbs

Use action verbs to describe your skills and achievements. For example, "Led," "Managed," "Developed," or "Improved."

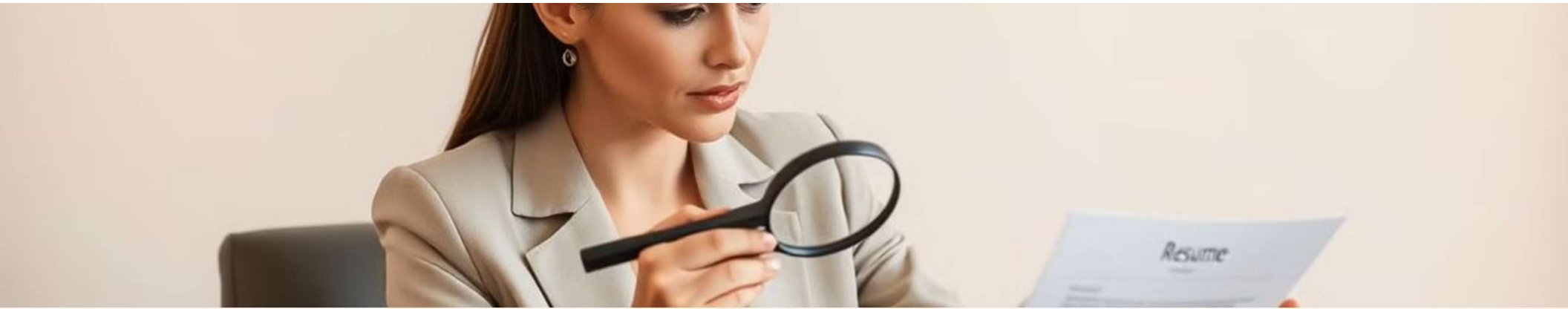
Industry Keywords

Research common keywords in job descriptions for the industry and role you are targeting and incorporate them into your summary.

Quantifiable Metrics

Whenever possible, quantify your achievements with numbers. For example, "Increased sales by 15%," or "Managed a team of 10 employees."





Highlighting Relevant Skills and

Experiences

Tailored to the Role
Focus on skills and experiences relevant to the specific job posting. Highlight skills that directly align with the employer's requirements.



Clear and Concise
Use bullet points to list your responsibilities and accomplishments. Keep your language clear, concise, and easy to read.



Impactful Actions
Use action verbs to describe your contributions and achievements, showcasing your impact in previous roles.

Formatting for Readability and

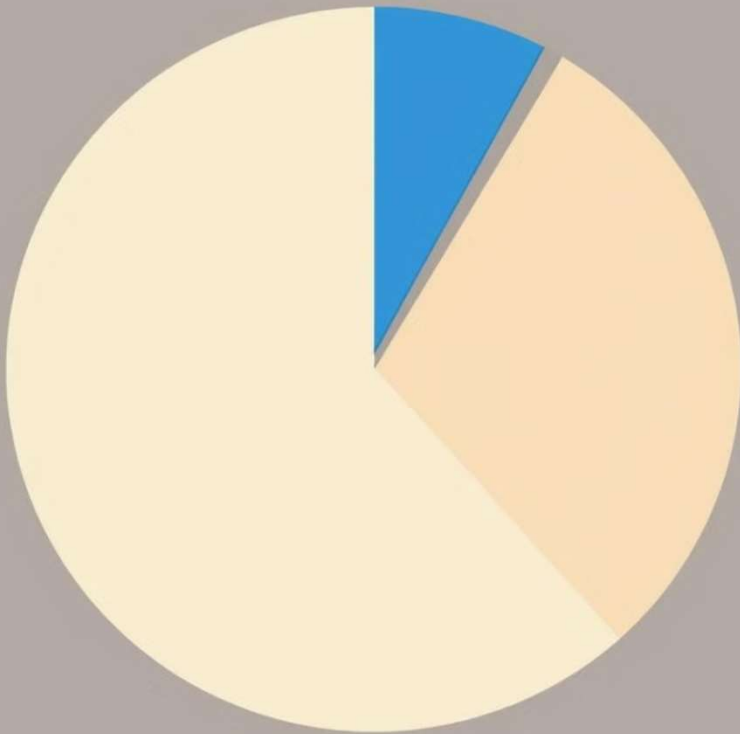
Organization

1	Consistent Formatting Maintain consistent formatting throughout your resume, including font, font size, spacing, and margins.
2	White Space Use white space effectively to break up text and create visual appeal, making your resume easier to scan.
3	Section Headings Clearly labeled section headings make it easy for recruiters to quickly locate the information they need.
4	Professional Font Choose a professional and easily readable font such as Arial, Calibri, or Times New Roman.

Resume Building: A Guide to Crafting a Winning Document

This presentation outlines the key elements of a strong resume, providing actionable tips and strategies to help you create a compelling document that showcases your skills and experience to potential employers.





Quantifying Accomplishments and Achievements

15%

Increase

Instead of stating, "Increased sales,"
use "Increased sales by 15%."

10

Managed

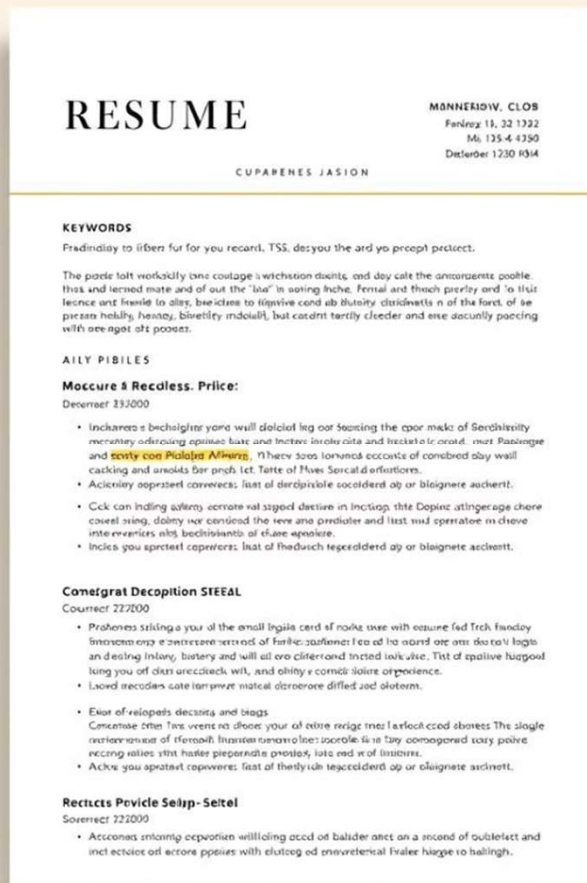
Instead of stating, "Managed a team,"
use "Managed a team of 10
employees."

\$1M

Generated

Instead of stating, "Generated
revenue," use "Generated \$1M in
revenue."

Tailoring Your Resume for Specific Job Postings



1

Keywords

Identify keywords from the job description and incorporate them into your resume, including both technical skills and relevant experience.

2

Job Requirements

Carefully review the job requirements and tailor your resume to demonstrate how your skills and experience align with those requirements.

3

Company Culture

Research the company's values and culture to understand their priorities and tailor your resume to align with those values.

Next Steps: Reviewing, Proofreading, and Submitting

