## **Key Components of a Strong**

### Resume

#### 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."

#### Quantifiable

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

#### **Industry Keywords**

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





## Highlighting Relevant Skills and

## Experiences

Tailored to the

Role 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

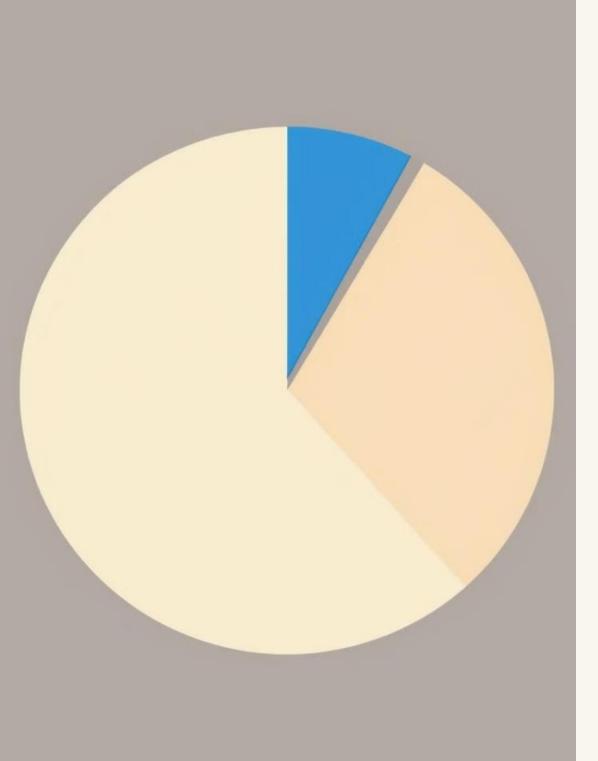
	ization Consistent	
1	Formatting stent formatting	throughout your resume, including font, font size, spacing,
2	White Space Use white space	e effectively to break up text and create visual appeal, making your resume
3		Section Headings Clearly labeled section headings make it easy for recruiters to quickly 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 Achiquements 10

#### **Increase**

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

#### 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."



#### RESUME

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#### KEYWORDS

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## **Tailoring Your Resume for Specific Job Postings**

#### **Keywords**

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

#### **Job Requirements**

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

#### **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

2

3

Proofread

Garefully review your resume for typos, grammar errors, and inconsistencies in formatting.

Ask a trusted friend, mentor, or career advisor to review your resume for clarity and impact.

Submit

**Seek Feedback** 

**Pare fessionally** n a standard format such as PDF and submit it through the appropriate channels for the job application.