

A photograph of the Indianapolis skyline at dusk. The sky is a deep, dark blue with some light clouds. Several skyscrapers are visible, including the Bank of America Tower on the left with an American flag on top, and the Indiana State Capitol building on the right with its distinctive green dome. In the foreground, there's a river or canal with a walkway and some trees. The overall scene is a cityscape at twilight.

Employ[★]Indy

Helping a Job Seeker
Create a Great Resume

Agenda



Introduction

Format

Context

Content



Introduction

- ★ Current role and background
- ★ Setting the stage
 - ★ Opportunity to learn and refresh on general tips
 - ★ Safe space for sharing
 - ★ Please feel free to ask questions



Context

- ★ Job board sites have made applying to jobs incredibly easy
- ★ Job postings can easily get hundreds or even thousands of applications
- ★ Job competition has increased
- ★ Recruiters spend only seconds when reviewing a resume initially



Context

- ★ According to the U.S. Bureau of Labor and Statistics, **70% of all jobs are found through networking**
- ★ Even with a personal connection through your network, a resume will typically need to be submitted to the company's applicant tracking system (ATS) for compliance reasons



Context

- ★ There is not a single correct resume format, but there are general guidelines
- ★ Set yourself ahead of the rest of the candidate pack by tailoring your resume
 - ★ Review the job description and highlight skills and qualities to address their pain point
 - ★ Brainstorm past experiences that prove you have the skills they need



Format

- ★ Try to keep the resume a short and relevant one page
 - ★ Some ATS calculate your match rate based on a signal-to-noise ratio and the more irrelevant content you have the lower you rank in the ATS
- ★ If a second page is needed, be sure to fill both pages and use a footer listing the name and page number so the reader knows there is additional content
 - ★ Example: Williams Page 1 of 2



Format

- ★ Consider saving a master resume that includes all of your experiences
 - ★ Pull from this master resume when creating a tailored resume or removing irrelevant or old content
- ★ Create and save your resume with your name and organization so it immediately looks relevant to the Recruiter
 - ★ Isaac Icona Allison Transmission Resume
 - ★ Madison Chambers IU Health Resume



Format

- ★ Margins of .75 inches are ideal and allow for a comfortable amount of white space
- ★ Use a font that is easy to read
- ★ Bold font of 16 pt. to 20 pt. size ensures the name stands out on the page
- ★ Font of 10, 11, or 12 pt. size is recommended for everything except the name



Format

- ★ Use bold to draw attention to the most important items such as names, titles, degrees, and certifications
- ★ Italics, underlines, excessive bold text, and boxes can be distracting to the reader
- ★ Consider listing section headings in the center to force the reader's eye to go back and forth and remember more content



Format

- ★ When applying online, upload your resume in word file formats (.doc, .docx) as some ATS cannot parse information correctly from a PDF
- ★ When sending your resume to connection and directly to a Recruiter, send it in PDF format to ensure it is clean



Content

- ★ Use a professional email address that is appropriate and does not provide too much personal information
 - ★ Bad examples: hottiepants1@yahoo.com; msmith1962@aol.com; taylor112492@gmail.com
- ★ List one phone number and one email address to simplify options for the Recruiter
- ★ Feel free to include your LinkedIn site if your profile is full and up-to-date



Content

- ★ A professional summary or objective statement are optional and can be a nice addition
 - ★ If applicable, check the correct organization is listed
 - ★ Do not include a laundry list of traits without relevant quantitative or qualitative data
- ★ Incorporate the job title or industry on the resume if it is similar to your experience
 - ★ Examples: Career Advisor Experience, Maintenance Technician Experience, Healthcare Certifications



Content

- ★ If you are working toward a certification or degree, be sure to include it on your resume
 - ★ Pursuing CNC Machinist Certification
- ★ Consider including a section focused on relevant community volunteer experience or association memberships
- ★ Use bullet points instead of paragraphs to highlight your experiences



Content

- ★ Focus on accomplishments rather than job duties by answering these questions as you create relevant bullet points:
 - ★ Why did you do what you did? Why were you needed?
 - ★ How did you do it? What hard and soft skills did you use?
 - ★ What was the result? What did you impact?
- ★ Avoid listing duties and begin with strong action verbs
 - ★ Use managed or implemented instead of responsible for
- ★ Check verb tense to ensure consistency



Content

- ★ Maintain consistency in listing dates, states, etc.
 - ★ Use June 2010 to October 2013 or 06/10 to 10/13
- ★ Use the full, spelled-out version of terms in addition to abbreviations and acronyms for the Recruiter and the ATS
 - ★ Certified Public Accountant (CPA)
 - ★ Indiana Career Connect (ICC)



References

- ★ Avoid stating that references are available upon request as this takes up space
- ★ Create a reference page with the same format and heading as your resume
- ★ Three to five references are acceptable
- ★ Listing can include name, title, organization, mailing address, email address, and phone number
 - ★ The mailing address is helpful to Recruiters in regards to knowing the time zone for reference check calls





Q& A

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Additional Questions?
Contact Jennifer Walde
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