



Updating Your Resume

Pastor Andrea, 2021

Important Elements of a Resume



Header with Contact Information



Resume Profile: Summary instead of an Objective



Work Experience (include volunteer experience)



Education



Skills / Awards / Activities / Hobbies

A paragraph that highlights:

- Work History
- Key Achievements
- Specific skills employer is seeking

Resume Profile or Summary

Resume Profile Summary

Template

[strong character trait] + [job title] +
[experience] + Eager to.../Seeking to.../etc. +
[action verb + company name + value
proposition] + [action verb + company name +
value proposition]

Example

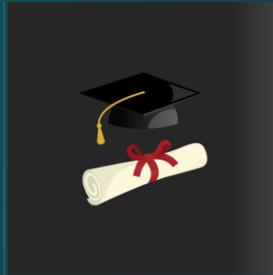
Passionate healthcare Project Manager and PMP with 9+ years of experience [strong character trait] + [job title] + [experience] leading projects in a competitive hospital. Seeking to use solid organizational skills to raise profitability for A.D. Lewis Hospital. [action verb + company name + value proposition] At Johnson Mott, trained 125 employees in lean principles. Cut stockroom waste by 52%. Saved \$32,000 annually through better use of tax deductions. [action verb + company name + value proposition]

Work Experience

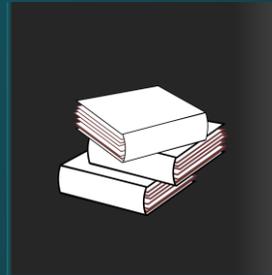
- Firstly, use bullet points instead of long sentences to make your work experience stand out more. Don't just pile on all the responsibilities you ever had. Use up to 6 bullet points for your most current job and then whittle it down to 3-4 for previous roles.
- Secondly, use numbers and quantifiable achievements instead of words when you can. Numbers really make things stand out and draw attention.
- Use action words and power words. Words that will be relevant to the position and will trigger the ATS. These are words that are repeated in the job listing, specifying technical skills and soft skills.
- Do not feel the need to include every job. Job seekers only want relevant positions within the last 15 years. (Senior-level candidates)



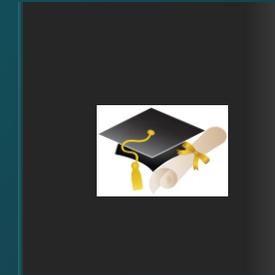
Education



You can put your education above your work history if you're a student or recent graduate and have little experience. If you have more than a year of work experience, your education should come after your employment history.



You can put unfinished college education on your resume. All you have to do is write in the credits you did manage to get.



If you have a degree in a different field, you can show that you took courses relevant to your professional field as well. For example, you're applying for a job in marketing, but have a degree in psychology.

Skills / Awards/ Hobbies

- **Volunteering**. Volunteering is just like any other paid job and it can demonstrate knowledge, skills, and drive to employers.
- **Foreign language skills**. With 90% of employers needing employees who are bilingual, you really must put this on your resume. Include standard level rating along with the name of the language.
- **Projects**. These can be personal or work-related as long as they can demonstrate your skills or know-how.
- **Achievements and awards**. Include relevant awards or achievements that highlight your skills or hard work.
- **Hobbies and interests**. We're not talking about your Baseball Card collection. For example, your cooking blog can make a difference when applying for the position of head cook. Just keep it relevant.

Tips to Refresh your Resume

- Add resume keywords – ATS
- Freshen up your resume header
- Fix your formatting
- Use the right font
- Choose proper line spacing (1 or 1.5 line spacing)
- Divide resume into proper sections
- Rejuvenate and make relevant your work experience
- Tailor your resume to the job offer
- Use a template to choose a layout that is sleek and elegant
- Save your resume in PDF