

# Resume Worksheet

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## Purpose

A resume is a **marketing tool** to help you get a job interview!

## »»» Tips:

- Employers want your RESUME to focus on what you BRING to the job not what you are LOOKING for
- TARGET YOUR RESUME to the employer- research the company
- Use KEYWORDS from the job description
- ONE page is preferred by most employers
- Use STANDARD font styles, 11-12 point
- Bullet points are easier to read than paragraphs
- Avoid using first person pronouns (I, me, we)
- Black/white ink is preferred
- Keep it simple, limit graphics, excessive lines or shadow boxes
- ~~POOF~~ PROOF! Have at least 2 people proof for typo's, grammar errors, etc.
- Avoid using templates (hard to edit)
- Know the system you are applying through and match format i.e. ATS (Application Tracking Systems) vary between companies
- Include hyperlinks when appropriate
- Give references only if asked and list on separate page

## A Resume Should Include:

Header (Contact information)

Profile, Summary or  
Branding Statement

Education  
Experience

*Additional Sections may include:*

Skills (HARD SKILLS)

Leadership, Accomplishments,

Volunteer Experience,

Certifications and/or Awards

## Strong Bullet Points = Strong Resume

### 1. Action Verbs

- Remove "passive voice" and engage with "active voice"
- Match verb tense i.e. past jobs = past tense (advise v. advised)
- Use a variety of Action Verbs
- Use verbs that describe the key characteristics you want described

### 2. TWO Part Bullet Point

- Provide the WHY, HOW and the RESULT
- Bullet points should show WHAT you do but also HOW, WHY and the RESULT - make sure to include BOTH!
- Provide a complete and relevant picture of what you have accomplished

### 3. Numbers

- Quantify your experiences
- Add: \$, % and #
- How many people did you supervise? What percent did you increase sales?
- Recruiters look for numbers in a resume

Did you know?

Employers spend less than 30 seconds on your resume!