

## RESUME REVAMP

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Branding- what is your resume saying?

Put the F in Format

- Make it interesting, doesn't mean color and shapes- means modern and straightforward
- Examples and stories in your resume make the difference
- Colors/graphs/shapes are distractions
- Readability is #1 and the competency and written content matters most
- Blaise pascal
- Harder to write a concise resume- be concise, direct, and only most important info
- Ask yourself if the company/job you're applying to cares about each piece of info you have on your resume (is this info valuable in making their decision? Be ruthless)
- Keep it clean, simple, modern, zone in on what's most important to 1 pg if possible
- Focus on the top section to get the 6 second yes
- Companies aren't looking for "accurate" resumes- most resumes are Wikipedia pages with everything you've done from your past and tasks you did the most of
- Make your resume more like a sales page (quality of content, not listing everything)
- Convey what audience wants not what you're most proud of- what is the company looking for in skills that address their needs? This means leaving a lot of things off and unemphasized
- Focus on the company and build your resume backwards from that based on their needs
- Companies are not hiring you for what you've done they're hiring you for what you can do for them (accomplishment-based resume)
- Does your resume inflate or deflate your interview? People jump to conclusions about you based on your resume, what is the impression that you make? Quantifiable accomplishments? (don't minimize your experiences, but don't overinflate your life story too since they're simply hiring you to do a job focus on your skills) your resume is interviewing for you!!
- GLORY formula
  - o Shift from tasks to achievements based on the value those tasks added
  - o Quantify your work and figure out explanations for transferrable skills
  - o Follow your workplaces dominoes (understand the domino effect of your work, how does your work impact others and the flow of business)
    - EX: Organized 100plus employee documents a month to ensure compliance with employment law and successfully passed the annual audit all 3 years in the role
- G- Gather keywords
- L- List tasks performed (G & L in side-by-side columns for comparison)
- O- Observe your story (unearth what you did that made a difference in the co/dept)
- R- Refine the accomplishments
- Y-

<https://www.coursehero.com/file/126981258/StandoutResumeWorkbook-201225-123551pdf/>