



Human.
Resources.
Consulting.

How to Build a Resume That Gets You Noticed

Career Guidance

Structure: Give your sections simple subheadings

Professional Summary: Three sentences that describe who you are and highlight your experiences that match the position you are applying for. Make this as concrete and quantifiable as possible. List 6 -10 short bullet points to demonstrate your successes and relevant experience. Customize this section for each role you apply

Professional Work Experience: List your work experience in reverse-chronological order. Only include jobs you've had in the past 10–15 years (be sure to include dates worked).

Education: Include your education below your experience. Unless you're a recent graduate, your last one or two jobs are likely more important and relevant to getting you the job.

Skills: List any software/technology you excel at and any languages you speak.

Awards/Recognition: If applicable, list any relevant awards you've received.

Contact: Make sure your contact information is up to date, includes your first and last name, 10-digit phone number, professionally appropriate email address, and a clickable link to your LinkedIn page. Make sure your resume is consistent with your LinkedIn profile.

Analyze: Research several job postings in your desired field. Compile a list of keywords from those postings that you can incorporate into your resume.

Be results oriented: Don't just list your responsibilities, tell the Hiring Manager why it mattered –what difference did you make? What were your successful outcomes? Quantify this whenever possible. Hiring managers look at skill set, education, experience, and where you got that experience.