# Resume Guide

HOW TO WRITE THE BEST BULLETS

The best way to write a bullet is to follow a simple formula. It is **ACTION-TASK-RESULT**. Now for the hard part: summarize a complex work project into one impactful sentence. We are here to help!

BEST PRACTICES

We will highlight a few of our favorite pro-tips and best practices to make sure your resume is competitive in today's market.

COMMON MISTAKES

This guide will provide the most common mistakes on resumes in order to avoid the common pitfalls. Keep it brief and have measurable outcomes.

ACTION   TASK   RESULT
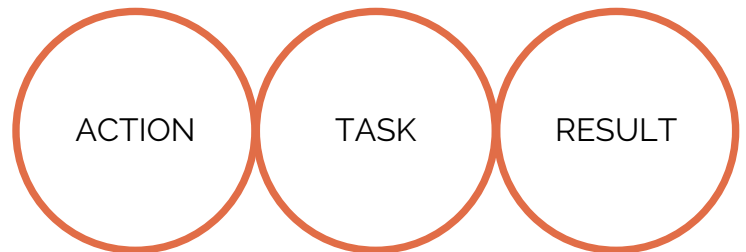
6s

Recruiters look at your resume for 6 seconds (Ladders, Inc.)

250

On average, a corporate job post receives 250 resumes (EBI)

2%

Only 2% of applicants are called back for an interview on average (EBI)

GETTING STARTED

Writing the perfect resume bullet

Step 1: Choose an ACTION verb. Think of your biggest accomplishment for your first bullet. What are you most proud of? Avoid writing about the first thing that comes to mind. Think about what skill you'd like to highlight and choose a verb that aligns with that skill. PRO TIP: ensure that the skill you choose aligns with the role you are applying for. Always start with an action verb. All action verbs should be in past tense for previous positions. Present tense should be used in current position.

Step 2: When articulating the TASK, write down a piece of work that needed to be done or thing specifically fitted for the role. Simply put, write out what you did. Be as specific as possible. Specific details allow your reader to visualize and transfer to their job description.

Step 3: Write your RESULT. What happened after you took action and completed the task? Avoid exaggerating. The goal is to state what happened next. When possible, use quantifiable data. If not, qualitative results can be used.

EXAMPLE: Hired and trained all new associates by maintaining an agile 6-month roadmap for team projects and priorities which grew retail business from 10 to 100+ employees in one year

RESUME WORKSHEET

COMPANY NAME	
DATE: (DD/MM/YYYY)	

ACTION VERB	TASK	RESULT

RESUME WORKSHEET

COMPANY NAME	
DATE: (DD/MM/YYYY)	

ACTION VERB	TASK	RESULT

BEST PRACTICES

Make sure to include these pro-tips.

YOU'VE GOT THIS!

GET REVIEWED::
Get your resume reviewed by at least **three** different people. This allows for grammar and typos to be discovered (everyone has them!). Get objective feedback. Change sentences that have repeated negative or confusing feedback.

TAILOR TO JOB:
Yes, you really need to tailor your resume to each job you apply for. Yes, it's time consuming. However to stand out, you need to make it easy for your reader. Make sure you highlight aspects of the job that align with your skillset.

VALUE PROP:
Your value proposition is your brand. These are the words that come to mind when people think of you. They are your unique strengths, skills, values, and talents. Your value proposition summarizes why someone should hire you. It should convince potential employers that you will add more value or better solve a problem than other competitive candidates. When tailoring your resume, do your due diligence and understand your value-add and create resume bullets that articulate your value prop.

COMMON MISTAKES

Avoid these common oversights and make your resume stand out as one of the best!

FORMATTING ERRORS:
Formating is so important. Stay consistent with the use of periods and punctuation. Use the same fonts and try to avoid contractions, e.g., didn't, can't, etc. This is the first work product, so even though it will be viewed in 6 seconds -- you don't want a formatting error to be the reason to get passed.

OVERUSING VERBS:
Avoid excessive use of commonly used verbs (e.g., managed, led, developed, directed, etc.) Try to use different action verbs to start every sentence for every bullet you write. This showcases versatility in skillsets and avoids redundancy. You want every word to provide value.

POOR WORD CHOICE:
Be precise with your quantities. Ask yourself, how *many* people did you lead? How *long* did you oversee a project? How *much* did you save the company? Metrics can be a quick way to show an outcome. Avoid run-on sentences and two consecutive prepositional phrases. This usually indicates you are trying o put too much into one bullet. Instead, try to create two bullets rather than using run-ons. PRO TIP: Your first bullet under your most recent job is the most well-read bullet, make this one count!