**FIRST and LAST NAME**

Full address here

Phone number | email address | your linked in profile URL if you have one

**PROFILE**

* In this section, list 3-5 key bullets describing why you are qualified for the job. Bold key areas
* Something about your core skill sets, year of experience (use verbiage/synonyms from job description)
* Some more things about your additional skills and/or industry experience
* Something about your leadership and team working skills
* Something about your education

**EXPERIENCE
Name of the company you worked for - – put a short description here if it’s not well known** City, State

***Title of your position here***2007-present

* Start with action verb and include results or potential results if possible
* Start with action verb and quantify effort
* Use two to five bullets

**Name of the company you worked for – put a short description here if it’s not well known** City, State

***Title of your position here***1999 -2007

Name of subsection – use subsection if you have a lot experience at one company

* Start with action verb and include results or potential results if possible
* Start with action verb and quantify effort
* Use two to five bullets

Name of subsection – use logical breakdowns like the ones listed in the job opening

* Start with action verb and include results or potential results if possible
* Start with action verb and quantify effort
* Use two to five bullets

Name of subsection – have only two to five subsections

* Start with action verb and include results or potential results if possible
* Use two to five bullets

**EDUCATION**

**Name of your graduate school** City, State

Put degree here + any honors + GPA if it’s better than 3.0 1999 – 2001

Any key school activities here

**Name of your undergraduate school** City, State

Put degree here + any honors + GPA if it’s better than 3.0 1990 – 1994

Any key school activities here

**ADDITONAL INFORMATION**

**Community Leadership**

Role X at Organization A, short description of the organization 2005 – present

Role Y at Organization B, short description of the organization 2006 – 2009

 **Personal –** put your citizenship here, other languages you can speak and hobbies like cooking, salsa dancing etc…

### A Hiring Manager’s Eye

Over the last 13 years, I’ve looked at hundreds of resumes. I’ve trained friends to screen their own and provided feedback for countless others. This Resume Guide will give you an insider’s look into how hiring managers think on a day-to-day basis. Beyond that, it’ll give you and your resume the best chance to pass an individual screening process.

**The point of a resume is to get you interviews.** Sure, it takes time to prepare. But a single approving glance from a hiring manager can score you valuable face-time. As a hiring manager, we have two main goals:

1**.** Find the best candidates:Typically, we scan 5-8 areas to see if the candidate is what we’re looking for: location, industry, function, level, recent experience, education & turnover. We also keep an eye out for things like formatting or spelling mistakes.

2.Get through the resumes quickly: When a job opens, there are hundreds of resumes to get through. That’s why you’ve only got about 15 seconds to make an impression.

**Within those 15 seconds, we usually file the resume into one of three buckets:**

1. Trash (50-60%): Your experience clearly doesn’t match the job requirements. Or, you’ve made very basic mistakes (see section A and B for details). This may be a quick decision for us.
2. Maybe (10-20%): You’re in the maybe pile for one of two reasons: you have some of the relevant skills/experience OR you have quite a lot, but your resume doesn’t present them well. Either way, you aren’t a strong case, but could be considered depending on the number of interview spots.
3. Yes (10-20%): You’ve got most or all of the qualifications we’re looking for in the job opening OR you have the best possible set of qualifications in this pile of candidates. It’s easy for us to see why you may be a good fit and we’d like to bring you in for an interview.

### Resume Guide – Table of Content

Everything you need to improve your resume and get more interviews.

How to Use the Resume Guide: to modify an existing resume or write a new one

Main Content

1. Recommended resume format: short, interesting & polished
2. Basics in avoiding the trash bucket
3. Grammar & sentence structure: key for describing your experiences
4. Power of relevant content: An executive summary is a must
5. Additional tips and areas to consider

Appendix

1. Resume template: from the Wharton School of Business
2. Resume content examples: executive summary and experience description
3. List of action verbs: by skill categories
4. Resume feedback: a sample email of how to ask for feedback
5. Recruiting process – applying online: an Insider look

This is the first page of my comprehensive Resume Guide (10 pages) – Get more interview!

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