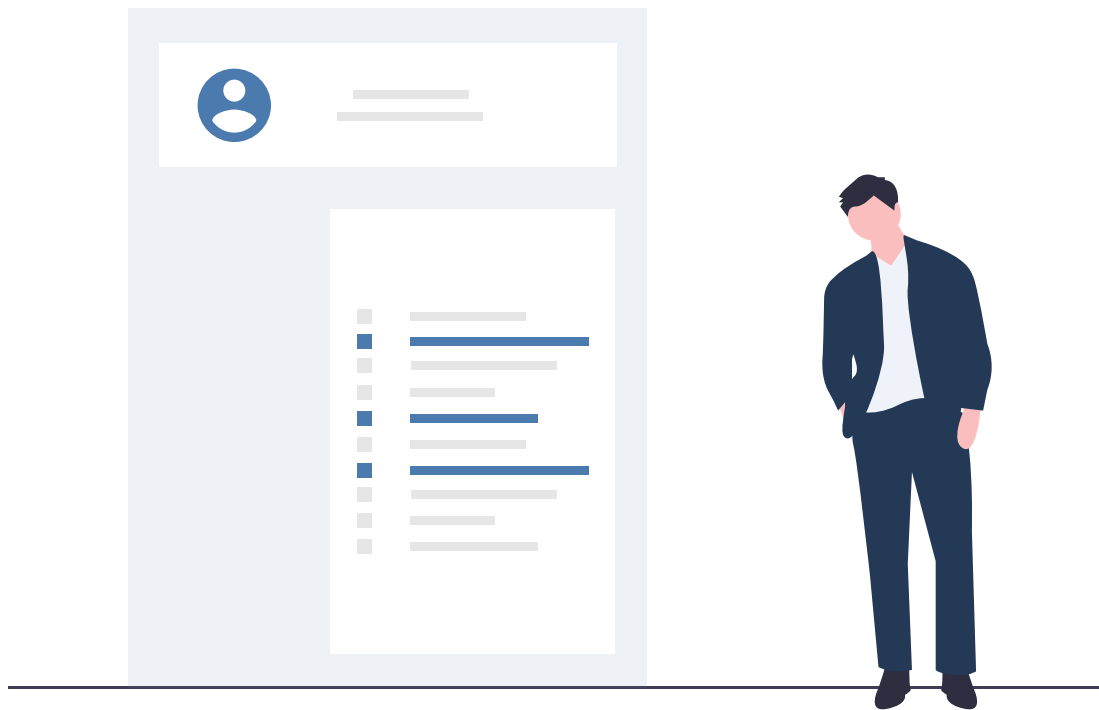


CareerCap

RESUMES



*Top 30 Resume & Cover
Letter Tips & Tricks*

Top 30 Resume & Cover Letter Tips & Tricks

1 - 10

- 1.** Utilize accomplishment-based language to showcase your value. Be an achiever, not a “do-er.”
- 2.** Scan the prospected job descriptions for keywords. Find a natural way to include these in your resume.
- 3.** Ensure your resume has a “core competencies & skills section.” This is noun-based language that should reflect your industry and prospective job descriptions.
- 4.** Ensure your resume has a purpose and a title. For example, if you’re applying for a “Director of Healthcare Operations” role, your title under your name in the resume should read “Director of Healthcare Operations.”
- 5.** Contact information in your header should include your name, phone number, email, city, state, zip, linkedin (if applicable), portfolio (if applicable), web address (if applicable), and social media handles (if applicable).
- 6.** Describe your achievements as ways you have taken action: how have you made money, saved money, created/implemented a process, or added value to the culture of an organization?
- 7.** Focus on your last 10-15 years of employment history.
- 8.** A one-page resume is a myth unless the employer specifically asks for one page. Write as much as you need to convey your accomplishments and relevant experience!
- 9.** Ensure your summary statement reflects the value you bring and not what you are seeking.
- 10.** Explain professional gaps in your resume. Be as transparent as possible!

Top 30 Resume & Cover Letter Tips & Tricks

11 - 20

- 11.** Save your resume as a PDF before you send it out! A PDF avoids format mistakes.
- 12.** Use a Gmail email address as your primary method of contact for employers.
- 13.** Include your professional summary, top achievements, and core competencies/skills at the top of your resume.
- 14.** You can showcase action through process improvement. For example: “Implemented a process to organize files for easier retrieval.”
- 15.** A chronological resume has proven to land interviews at a higher rate than a functional resume.
- 16.** Is your hiring process personal? It absolutely is! Make your resume reflect your personality.
- 17.** Use a professional font that can include Arial, Calibra, Helvetica, or Times New Roman.
- 18.** Read the prospected job description - then read it again and again. Tailor your resume directly to the job description!
- 19.** Name your resume file in this format: “Tom Cruz_Administrative Assistant_Resume”
- 20.** Clean up your online presence (i.e. website, social handles, etc).

Top 30 Resume & Cover Letter Tips & Tricks

21 - 30

- 21.** Be a name dropper - if you collaborated with Google, then be proud of that!
- 22.** Utilize performance reviews or LinkedIn endorsements in your resume.
- 23.** Stay away from soft skill descriptions (e.g. hardworking, flexible, good communicator).
- 24.** Should you apply for the position on more than one website? Absolutely! Apply wherever the job is posted!
- 25.** 70% of employees get hired through a referral or their network. Relationships build success!
- 26.** Proofread, proofread, proofread!
- 27.** Prior to your interview, ensure you have done extensive research on the company, role, and hiring committee.
- 28.** The question that you should ALWAYS ask at the end of your interview: "Have I not given you every indication that I'm the perfect fit for your open position?"
- 29.** If you write a thank you letter after your interview, you're WINNING.
- 30.** A cover letter and simple LinkedIn message to the hiring manager could propel you to the top.