

Resume Essentials

Employers initially review a resume for 7 seconds before determining if the candidate is qualified for the position or not. Catching the eye of the employer is critical if you hope to schedule a job interview and be hired for the position. Resumes provide employers with a summary of your skills and experiences. Catering the experiences you've had to the job description will help you stand out amongst the other candidates. Resumes can include a variety of experiences from your past.

Skills

Determine which skills you possess and have practiced using in previous professional experiences. Highlight the skills you think are necessary to be successful in the job position you are applying for. Resumes should list both soft and hard skills. **Soft skills are behavioral based and hard skills can easily be measured.**

What **soft skills** (behavioral) would be helpful in being a successful nurse? Attention to detail, compassion, effective communication, critical thinking, crisis management, and professionalism.

Example: When have you practiced these skills before?

- Paid close attention to detail to the script while acting in a play
- Showed compassion while babysitting children
- Effectively communicated my point while giving a speech at a school assembly
- Managed a crisis situation by calling for help when a teammate was injured on the field
- Practiced dressing and speaking professionally while attending a DECA conference

What **hard skills** (measurable) would be helpful in being a successful sales representative? Ability to use a computer to send an email, design an online presentation, and create reports. Knowledge of social media, product research techniques, and ability to speak a foreign language are also useful.

Example: When have you practiced these skills before?

- Emailed a Volunteer Coordinator with my schedule and resume
- Created a 20-slide PowerPoint presentation with transitions, animations, and images
- Summarized 15 survey responses for a Marketing report
- Posted a video for a social media fundraising campaign for Breast Cancer Awareness
- Researched different ceramic designs to sculpt and paint an original piece
- Basic Korean conversational skills

Professional Experience

Expand on the volunteer, internship, and work experiences you have. Explain the number and diversity of tasks you performed while painting a vivid picture for the employer.

Simple sentence	→	Vivid description including numbers
Took food donations from people	→	Collected food donations from 100 community members
Answered the front desk phone	→	Answered 20 phone calls every day to schedule appointments
Volunteered at my church	→	Served coffee and cake to 50 church members on a monthly basis
Worked at a gym	→	Cleaned 30 machines every hour at a fast-paced recreation facility

Additional Information

Be sure to include awards, certificates, extracurricular activities, academic achievements, leadership, and education as additional sections on your resume. These will also help you stand out as a job candidate.