

RESUME TEMPLATE

FORMATTING, STYLE, & CONTENT

You are graduating from a master's program and applying to positions that require leadership, analytical skills, teamwork, communication, and an ability to "connect the dots" or "see the big picture". Results are key.

GENERAL PURPOSE

Your resume should achieve the following points to maximize competitiveness:

1. Convey your uniqueness, background, and personality through your word choice.
2. Use the BAR(E) format (Background, Action, Results, Employer-Related) to describe your skills and abilities **clearly and concisely as they relate to the job you are targeting**.
3. Demonstrate specific **results** you've achieved at different companies. It's all about results!!

DRAFTING BULLETS

1. Use the **RMT** format (results, metrics, tasks). Always start with the result. It's most important.
2. **Use the job description** for your keywords and targeted skills. If it's not in the JD, don't talk about it.
3. NEVER go over two lines for any bullet. They won't read it.
4. Your most relevant skills should be at the top. People read from left to right and top to bottom.
5. Start with a powerful action verb and result to catch their attention and keep them interested.
6. Don't just list your daily tasks. They likely already know them. How did those tasks help you achieve?
7. Demonstrate **how well** you did something versus what you did (quantify).
8. Ask yourself why you did those tasks – how did the company or department benefit?
9. Demonstrate how your skills can help employers solve a problem.

CONTENT

Think about the following questions/statements:

1. Why would the potential employer care? Does it relate to the job description?
2. What would have happened if you didn't take that action? What would have fallen apart?
3. Who benefited from your actions (clients, internal departments, executives)?
4. Think about your target job and the skills needed. Demonstrate those skills.
5. Did you exceed goals or win any awards/certifications?
6. What new processes did you implement to improve things?
7. Quantify your achievements. **Metrics, metrics, metrics!** Include them in every bullet **if possible**. **Estimate those achievements using percentages. No need to be exact.**

FORMAT

1. Use spacing between all bullets to make it easy to read.
2. Add headings to make it easy for the reader to find everything.
3. Include HEADING, EDUCATION, WORK EXPERIENCE, and ADDITIONAL INFORMATION.
4. Font should be 11 or 12 pt. (minimum 10.5). Color should be black.
5. Include skills and industry keywords throughout the resume for greater search engine optimization.
6. Results should be in each bullet and should generally come first (people read left to right).
7. Margins should be a minimum .05" on all sides. Be sure the resume prints well in pdf and word.
8. Use page numbers and headers if it goes to two pages. Most resumes should be one page.

VALIDATION

1. Upload your resume and job description to [Jobscan.co](https://www.jobscan.co) to get feedback on keyword fit.
2. Upload resume and job description to [WordCloud.com](https://www.wordcloud.com) to get visuals and word count.

EXAMPLES

Task driven: Attended agriculture exhibitions and discussed products with potential customers (action).

Result driven: Increased brand awareness 35% from last year (result) by designing and implementing promotional events at agriculture exhibitions (action).

Task driven: Managed a team of five professionals (action) from project management, finance, communications and IT.

Result driven: Improved productivity 28% (result) through focused training, collaboration, and empowerment of five staff members in Project Management, Finance, Communications, and IT. (action).

Examples of strong achievement statements:

- Decreased costs 30% (result) by negotiating with suppliers to maximize savings (action).
- Increased revenue 28% (result) by managing the VIP and new client marketing program, which included writing copy for personalized communications and determining targeted discounts (action).
- Earned top performance ratings (5 out of 5) (result) by exceeding performance objectives while providing training, data quality and consulting services to the pharmaceutical industry (action).
- Avoided \$500K loss (result) by identifying an error in the expense processing system before invoice was sent to client (action).

❖ *Never use words like "successfully". It's assumed and just takes up space. Don't use words like "helped", "assisted", "or" supported". This conveys that someone else did the work. Take ownership and explain the details in your interview.*

For more detailed formatting and layout, please use the Questrom Resume Template.