RESUME CHECKLIST

TRICKS OF GETTING YOUR RESUME NOTICED

☐ USE JOBSCAN TO FIND OUT HOW YOU CAN OPTIMIZE YOUR RESUME

- Jobscan is an ATS System that helps to optimize your resume to get it noticed.
- Having this information/report will allow you to customize your resume and make it unique for each opportunity you are applying for. In creating these unique "modified" resumes for each opportunity, you will need to come up with a spreadsheet or system to keep track of which resume you used with each job opportunity you applied for. Go to https://www.jobscan.co/

☐ CUSTOMIZE YOUR RESUME FOR EACH SPECIFIC JOB YOU ARE APPLYING FOR

- Try to highlight work experience, achievements, education and skills most relevant for this position. You can find the most relevant attributes by closely reading the job posting.
- The area of your resume that is most applicable to the current job opening should have the most detail.

☐ FOCUS ON LISTING THE ACHIEVEMENTS AND SKILLS MASTERED.

- Do not list the job descriptions you had, but rather focus on the achievements and skills you have mastered.
- Prioritize important information higher on your resume to draw attention to key skills and achievements.

☐ KNOW KEYWORDS AND PHRASES FOR THE JOB YOU ARE SEEKING.

- Keywords and phrases can be found in the job postings.
- You will want to use the exact job title you are applying for in your resume.

PRISM
NETWORKING

USE KEYWORDS.

- Use Keywords.
- Use power phrases and be concise.

INCLUDE A POWERFUL SUMMARY OF SKILLS.

- It is important to have a powerful branding statement which highlights your most relevant expertise and skills in 15 words or less.
- It is equally as important to have a concise first page of your resume.

INCLUDE YOUR LINKEDIN URL.

- It is also important to include your LinkedIn URL, as this provides more information about you as well as any shared connections.
- Do not include your resume on LinkedIn as you are customizing resumes for each job.

USE A ONLINE RESUME TOOL.

- There are plenty of online resources that offer templates to help you format your work history, experience, skills and schooling.
- Remember you will want to craft your descriptions and skills using keywords to get past those ATS systems.
- Here are some websites which will aid you in building your resume:
  https://resume.io/
  https://resumegenius.com/
  https://www.resume.com/
  https://www.livecareer.com/
  https://www.visualthesaurus.com/vocabgrabber/