



The Best Damn Resume: Get Out of the Slush Pile and Get More Interviews!

Writing your own resume can be one of the most difficult tasks you face as a professional. It is a challenge to be objective, and sometimes it is tough to articulate your skills and accomplishments in a brief and easy to read format. Here are some pointers to make your task a little easier:

1. **Use a job title in place of an objective** (i.e.; Marketing Director, Project Analyst). Position this under your name and contact info. You will save space and get more interviews.
2. **Outline specific “Skills” or “Expertise” in a separate section.** Use one- or two-word bullet items (i.e.; General Ledger, Debt Restructure).
3. **Focus your “Skill” section on concrete skills** (i.e.; Public Presentations, Risk Analysis) **not traits** like integrity or quick learner. Indicate these traits through your accomplishments (show don’t tell).
4. **Align job dates flush right**, not to the left. Dates are important, but not most important in the hierarchy. No dates equal a “red flag.”
5. **Show career progression with reverse chronological job order.**
6. Use the space under each job to **talk about accomplishments**, not responsibilities. **Use bullets.** Be concise.
7. **Quantify accomplishments** wherever possible; talk about the money you **made** for the company, or the money you **saved** the company.
8. **Put your education at the end**, unless it is **very recent** and/or applies directly to your target position.
9. Do not include “References available upon request.” It wastes space.
10. Avoid the use of personal pronouns, like “I” and “me.” Do not speak in the third person—very annoying!
11. A photo is rarely relevant (exceptions: actor, public speaker, etc.).
12. **Include affiliations and volunteer activities** only when you are confident it will align you with your target audience.

Focus on these things: accomplishments, quantifiable results, increasing levels of responsibility

Target your resume: to the *hiring manager's problem*, know the industry, use relevant key words

Revise, edit, and trim: keep it succinct, run a spell check, no typos!

Create a “visual hierarchy: larger headings, smaller body text, white space between sections

Leave This Out: jobs over 12 years ago, marital/family information, dates prior to 1980

“One Page or Two?”: less than 5 years = 1 page, 5 – 10 years = 1 to ½ pages, 10+ years = 2 pages, tops!

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