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Resume Writing: Make Your Resume Relevant

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Call to Career

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Your Presenter



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What's Hot

- Professional Summary
- Core Competencies
- Accomplishments (preferably quantified)
- Plain text version
- Keywords



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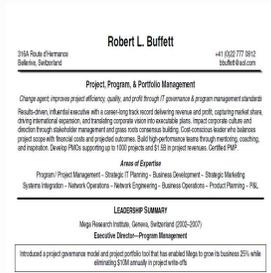
What's Not

- Job Objective
- References Available upon Request
- Hobbies (if unrelated to your job target)
- Large gaps of time unexplained



Critical Elements

- Name and contact information
- Professional summary
- Professional experience
- Education
- Certifications



Pros and Cons for Infographics

Pros

- Visually appealing
- Trendy

Cons

- Not widely accepted
- Not appropriate for every job seeker



Making Friends with the ATS

- Use good keywords
- Focus on hard skills
- Avoid very fancy fonts
- Put your skills in context



Update Your Resume Regularly

- Get copies of performance appraisals before you leave a job
- Keep a file of big projects that you worked on, including quantification
- Make sure your resume agrees with your LinkedIn profile



Tips for Writing Cover Letters

- Keep it short and sweet
- Match your credentials & experience to the requirements



Tips for Submitting Applications

- Copy and paste from the plain text version of your resume
- Send a MS Word version of your resume if possible.



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Questions?



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