



Creating a Résumé that Sells

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A résumé is your first introduction to a potential employer. Employers will only spend 30 to 60 seconds initially reviewing your résumé, so first impressions count! Your résumé should convince the reviewer that you meet the desired qualifications and that you have the potential to fill the position. Make the employer want to learn more about you as a candidate. Being invited to an interview will get you one step closer to closing the deal.

Although there are several pre-fillable templates online, it is important to choose the format or create your own that presents your skills most effectively. Here are guide summary to help you!

- **Aim to keep it at one page in length.** Two pages are okay if the supporting info is directly related to the position.
- **Keep your physical street address private.** While you may have to include it on an application, you no longer need the full address on your résumé. It is now discouraged because there's no guarantee of who is receiving it. Include an URL for your [LinkedIn](#) page instead. If you don't have one, you should consider creating one.
- **Organize your résumé into sections** to categorize your skills, experiences, and accomplishments.
- **Write strong bulleted/paragraph statements;** don't simply list out tasks and responsibilities. Always start each statement with an action verb (or adverb) and include details depicting (*not stating*) a particular skill while incorporating key terminology and quantities. No more "responsible for" or "duties include." Each action verb is different to keep the reader engaged and interested.
- **Add relevant courses** taken to also demonstrate that you are result-oriented and have direct or transferable skills/knowledge.
- Employers look for those with leadership and communication skills; the ability to work as a team, problem-solving ability, and take initiative. **Demonstrate some, most, or all** of these on your résumé.
- **Be honest and straightforward** on your résumé; Discuss your achievements but avoid exaggeration.
- **Always follow the directions of the employer.** If the employer gives you specific instructions on how to submit your résumé, cover letter, and /or references, then do as instructed. It will show her/him that you pay attention and follow commands when required, without hesitation or resistance. If you do not, you run the risk of having your résumé disregarded.

A résumé alone won't land you a job; the purpose is to get an interview. Résumé assistance is free of charge and available year-round for current students and alumni. To schedule your appointment with a Career Specialist, please use NAVIGATE. If you have any questions or concerns, call 843-574-6119 or email stuemploy@tridenttech.edu