



Why is your resume so important? People in your network can use it to introduce you to opportunities. Recruiters will be reading it to help you get to interview. Hiring managers will be reading it to evaluate your experience. Your future colleagues will be reading it to understand your capabilities. AI technology will be scanning it to match your experience to their clients' needs. Most importantly, you will be using it to help you weave your experience into a compelling story about what you want and how you can add unique and extreme value team you want to join.

Resume Essentials

- Your contact information is featured**
- The opportunity you want is clear to anyone who reads it**
- It's obvious that you have a passion for your craft**
- Your unique value is apparent**
- You have the skills that are required to be successful in your future role**
- Your experience is relevant and ties to the needs of the business**
- You have proof points to demonstrate achievement**
- You include hard numbers versus percentages, so the reader can easily understand the scope and scale of your results**
- You address gaps in your resume**
- You include community involvement**
- You included awards and recognition**
- You've included speaking engagements and published work**
- If you have a website, digital portfolio or your social media accounts are business related, include them**
- If you are a student or recent graduate, your education is best placed at top of your resume. Students can view more tips + a resume template at www.thetopcandidate.com/tips-and-tools-for-students.**
- Your dates include month and year**
- Your resume content matches your LinkedIn profile, particularly job titles and dates**
- Your filename includes your name**

Test Your Effectiveness

Hand your resume to a mix of colleagues, family and friends and ask them to tell you about the position you're applying for and what value you have to offer the team. If their responses are off-base, you have some editing to do. Now that they know what you want and how you add value, they can help you get your foot in the door.

Need Help? Our team can write your resume for you and even develop a custom Infographic to tell your story.