Your Recipe for Professional *Success*!

Preheat with Preparation: Get Your Resume Ready

Your resume is your personal marketing tool that communicates the value you bring to a potential employer. Your resume needs to stand out by highlighting your accomplishments and experience in such a way as to make you stand out, get passed the applicant tracking system (ATS), and get the call for an interview.

Best Practices

1 **Be Concise**
- Leave enough white space for readability
- Use a font that is easy to read, like Arial, Helvetica, or Calibri
- Use bullets
- Depending on seniority, be mindful of the length of your resume

2 **Don't "Date" Yourself**
If your professional experience goes back more than 20 years, consider what you want to leave in, and its relevance to the job you are applying for.

3 **Use Action Verbs**
Emphasize results and outcomes. Avoid the dreaded phrase "responsible for," which does not highlight your accomplishments.

4 **Identify and Use Keywords**
Get your resume past the ATS using keywords. Find the skills and competencies the employer is looking for by searching the job description and including them in your resume.

5 **Proofread and Edit**
Always check for correct spelling and grammar. Careless errors are one of the primary reasons for resumes to be rejected. Consider having someone else review your resume as well.

6 **Update Constantly**
Your resume is never complete! It should be customized and updated all the time. Keep your resume from getting stale. Add new skills, competencies, and accomplishments to ensure your resume is always

ATD Member Resource
Tips and information provided in this document are based on **ATD Micro Courses: Writing a Great Resume**

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