

Lesson #1

"Resume and Application Review"

1. Resume Content

- Ensure your resume is up-to-date with your most recent experiences, education, and certifications.
- Highlight your key achievements, skills, and qualifications relevant to the job you're applying for.
- Use action verbs and quantifiable achievements to make your resume stand out.

2. Tailoring Your Resume

- Customize your resume for each job application by emphasizing relevant skills and experiences.
- Match your resume to the specific job description and requirements.

3. Contact Information

- Double-check that your contact information is accurate, including your phone number and email address.
- Make sure your LinkedIn profile (if included) is current and professional.

4. Formatting and Layout

- Ensure your resume is well-organized and easy to read.
- Use a clean, professional font and consistent formatting throughout.

5. Length

- Aim for a concise resume, typically one to two pages in length.
- Avoid unnecessary details and information.

6. Chronological vs. Functional Resume

- Understand the difference between chronological (traditional) and functional (skills-based) resumes and choose the appropriate format for your situation.

7. Keywords

- Incorporate relevant keywords from the job description into your resume.
- This can help your resume pass through applicant tracking systems (ATS) if used by the employer.

8. Accomplishments

- Focus on accomplishments and contributions in your work experiences rather than just listing job duties.

- Use metrics and specific examples to quantify your achievements.

9. Education and Certifications

- Highlight your educational background, degrees, and any relevant certifications.
- Include the name of the institution, graduation date, and any honors or awards.

10. References

- Decide whether to include references on your resume or provide them upon request.
- If including references, ensure you have obtained permission from your references.

11. Proofreading and Editing

- Thoroughly proofread your resume for grammar and spelling errors.
- Consider seeking feedback from others to catch any overlooked mistakes.

12. Professional Summary or Objective

- Decide whether to include a professional summary or objective statement at the beginning of your resume.
- Tailor it to the specific job you're applying for.

13. Online Presence

- Ensure that your online presence aligns with your resume and is professional.
- Clean up or remove any inappropriate content on your social media profiles.

14. Honesty and Accuracy

- Be honest and accurate in your resume. Avoid exaggerations or false information.
- Be prepared to discuss and provide evidence of the information on your resume during interviews.

By reviewing and optimizing your resume and application materials, you can effectively showcase your qualifications and increase your chances of landing job interviews.