

## Building Your Dynamic Resume

See page 2 for explanations

First Last 1

2 City, State Zip | (xxx) 123-4567 3

4 Professionalname@amil.com | LinkedIn.com/in/yourURLhere 5

6

Headline e.g. Certified Business Analyst | Project and Event Coordinator | Trainer/Facilitator

### 7 Professional Summary

A/an (adjective) (noun) with (number) years of experience in the (functional knowledge /Industry). Key functions/ strengths/ responsibilities include (skill), (skill), and (skill). Special abilities in both (skill) and (skill). A (adjective) and (adjective) person who (verb) and (verb).

### 8 Highlighted Skills

Important Skills first  
Pull from Job Posting  
Use 3 Columns  
3 – 4 Lines

2 – 3 Word Phrases  
Gives Clues  
Relevant Skills  
Create Visual Center

Keep it Simple  
Be Creative  
No Bullets  
Soft Skills Last

### 9 Professional Experience

**Most Recent Position Title**

Name of Company, City, State

10 Year – Year

11 *Optional: You can add a short 2 – 3 sentence paragraph giving context to your company or position responsibilities here if you'd like, but it is not necessary.*

- 12 • Use QUANTIFIABLE accomplishment statements to tell not only what you did, but most importantly, how much, how often, and how well you did it.
- The strongest bullet points highlight the positive result first, then the action you took.
- For example: Increased customer traffic by 30% by implementing a new (descriptor) system.
- Stick to 3 – 7 bullet points per position, no longer than 1 – 2 lines each, giving more emphasis to the most recent and relevant positions.

**Second Position Title**

Name of Company, City, State

13

Year – Year

- If employed with one company more than 10+ years in multiple positions, split up work experience to show progression in responsibilities and career advancement.
- Support highlighted skills by showing how you used them in your position.
- Use action words to describe your accomplishments.
- Highlight transferrable skills and accomplishments relevant to the position you seek
- Try to think of examples where you saved money, increased customers, increased sales, improved a process, dealt with a difficult situation effectively, demonstrated leadership, etc. Use dollar signs and percentages where possible.

### 14 Education/Training

**Name of Degree (Date Optional)**

School, City, State

15

**Name of Certification (Date Optional)**

School, City, State

### Awards and Professional Associations 16

List relevant awards and accolades here

First Last

professionalname@email.com 17

Page 1

## Building Your Dynamic Resume

Page 2

The resume template is to help you create your own. It is a Microsoft Word document for you to cut and paste your information, replacing the instructions. Your resume should change depending on the type of job and the company that you are targeting. Numbers below correspond to the numbers on the resume on page 1. We encourage you to attend our Dynamic Resume workshop to learn more.

**TIP:** Recommended font is Arial, point size 11 with your name and section headings in a slightly larger. Try other fonts as desired. However, in general, use one font and be consistent with size throughout the document.

**TIP:** Typically, margins should be three-quarters of an inch (.75), however the top and bottom can be half an inch (.5).

- 1 Your first and last names go here.
- 2 Address, City, State and Zip are optional. Employer opinions regarding background or commute could be made from them. If this is a likelihood, you may want to leave them off.
- 3 Make sure the phone number you include is in working order.
- 4 If you don't have a serious, professional email address, create one for free at Gmail, Yahoo, Comcast or other free services. Don't use anything hobby-, family-, party, or age-related, in your email address. First initial and last name are often used for simplicity.
- 5 If you have a LinkedIn account, put the URL here. Be sure to customize the URL to your name. Do not include a long numerical URL. Also, do not include Facebook, Twitter, or other social media links. Only LinkedIn since it is for professional use. Also, be sure to update your LinkedIn profile first.
- 6 A headline replaces an objective. It shows the types of occupations/job titles you seek. This can and should change depending on the job description.
- 7 Summary wording is only a suggestion. Replace italicized words with your own or use your own summary instead. Fill in your chosen words to describe yourself and your professional history.
- 8 Match skills to the specific job description. This should change for each job being sought so that it highlights the skills the hiring manager wants in his/her new employee.
- 9 Use this section to describe your own professional experience. Start with your most recent job and go backward. Fill in gaps with volunteer positions or other non-paying activities where appropriate.
- 10 Use either "month year"- "month year" (March 2010-May 2015) or year- year (2010-2014). Be consistent throughout the resume. If you were there for less than a calendar year, simply put the single year (2014). Don't go back more than 10-15 years in your experience even if you have over 20 years of work experience.
- 11 Sometimes a job title does not give enough information about your actual job duties or describe the company. You can write a 2-3 sentence paragraph to tell more about your responsibilities here. Full sentences are not required. For consistency, repeat this for each company and/or position.
- 12 Use bullet points to make your resume easier to read and to pull out vital information. Use accomplishment statements where you can, showing your results and how you can help the employers with their issues. Refer to the job description to include an employer's critical areas of need.
- 13 If you spent ten plus years at one company, separate your positions out to show the progression and increased job responsibility.
- 14 Include all relevant education, certificates and trainings. Group schooling together, with your highest degree listed first. List high school ONLY if it is very recent and if you are a younger applicant. Also list current schools, mentioning expected graduation dates. If you have other relevant certifications, list them after schools.
- 15 If your graduation year dates you unfavorably, leave it off.
- 16 Optional sections are Computer/Software Knowledge, Awards and Recognition, Language Abilities, and Community Involvement.
- 17 Footer is optional. DO NOT include "References Available Upon Request." That is assumed.