



Writing Your Resume

Executive Resume Writer and Job Search Expert Jessica Hernandez has some great tips to share for resume writing.

1. Your resume needs to express the direction, plan and purpose of your job search. What do you enjoy doing every day?
2. Ask yourself the right questions about who you are. What are you most proud of? Which of your skills do you feel most confident in? Why are you applying for this specific job?
3. Include your strengths on your resume.
4. Download and follow the guidelines in [15 Keys to Getting Your Resume Through Applicant Tracking Systems](#).
5. Word your resume so that it is easy to scan and not overly dense. Use bolded sections to direct their eyes where to look.
6. Don't be afraid to get opinions on your resume.
7. Solicit and use short quotes from your former network and supervisors “using quotes”.
8. Don't be afraid of color, visuals, borders, and graphs.
9. Identify common themes across your career to develop your personal brand.
10. Keep your focus narrow. There is no one-size-fits-all resume. Tailor each resume to specific job positions.
11. Include how you can resolve their pain points.

Remember that people who scan your resume are just people. They are looking for someone with whom they will love to have on the team and work alongside them.

Jessica Hernandez, President & CEO, “15 Keys to Getting Your Resume Through Applicant Tracking Systems”, Great Resumes Fast, accessed September 10, 2020, <https://www.greatresumesfast.com/15-Keys-to-Getting-Your-Resume-Through-Applicant-Tracking-Systems-free-PDF>

Jessica Hernandez, President & CEO, “12 Resume Writing Tips for 2019”, LinkedIn.com, December 4, 2018 <https://www.linkedin.com/pulse/12-resume-writing-tips-2019-jessica-hernandez/>

