

Resume Essentials

A resume is a 1-page document meant to provide employers with a summary of your skills and experiences. Employers may initially review a resume for about 7 seconds before determining if a candidate is qualified for a position or not. Consequently, catching the eye of the employer is critical if you hope to schedule a job interview and be hired. Catering the experiences you've had to the job description will help distinguish you from other candidates and increase your chances of securing an interview.

Skills

Resumes should list both soft and hard skills. **Soft skills are behavioral based. Hard skills can be measured and tested.** Determine which skills you possess and have practiced in previous professional experiences. Then highlight the skills you think are necessary to be successful in the position you are applying for.

What **soft skills** (behavioral) would be helpful in your desired career? Skills related to leadership, communication, time management, teamwork, problem solving, and adaptability are among those commonly cited by employers as valuable soft skills.

The following situations are a few relatable **examples** of when you may have used the skills listed above:

- Paid close attention to detail while following a recipe or a series of instructions
- Showed compassion while babysitting children
- Effectively communicated a point while giving a speech at a school assembly
- Managed a crisis by calling for help when a teammate was injured on the field
- Practiced dressing and speaking professionally while attending a DECA conference
- Led a CPR training class or a swimming lesson for kids

What **hard skills** (measurable) would be most relevant in your career field? Computer literacy, language skills, product research techniques, and coursework related to health and wellness are just a handful of hard skills your future employer may find attractive.

The following are a few **examples** of when you may have used desirable hard skills:

- Corresponded with a volunteer coordinator via email
- Created a 20-slide PowerPoint presentation with transitions, animations, and images
- Summarized 15 survey responses for a marketing report
- Posted a video for a social media fundraising campaign for breast cancer awareness
- Researched different ceramic designs to sculpt and paint an original piece
- Translated instructions for non-English-speaking audiences

Professional Experience

Expand on any volunteer, internship, and work experiences you have. Detail and quantify your experiences in order to paint a vivid picture of your qualifications.

Simple sentence	→	Vivid description including numbers
Took food donations from people	→	Collected food donations from 100 community members
Answered the front desk phone	→	Answered 20 phone calls daily to schedule appointments
Volunteered at my church	→	Served coffee and cake to 50 church members on a monthly basis
Worked at a gym	→	Cleaned 30 machines every hour at a fast-paced recreation facility

Additional Information

Be sure to include awards, certificates, extracurricular activities, academic achievements, leadership, and education as additional sections on your resume. These will also help you stand out as a job candidate.