

# The Complete Guide to A Winning Resume - Cheat Sheet

See full guide at [www.rawresume.com](http://www.rawresume.com)

## Important General Information

- An average hiring manager will [spend approximately 6 seconds](#) looking at each resume.
- The space near the top of your resume is prime real estate –don't waste it.
- Use metrics wherever possible and meaningful
- Be consistent with formatting
- Instead of trying to conform to a specific length, focus on only including information that is needed. If you do this, the length should take care of itself (1-2 pages)

## Contact Information

- Name should stand out the most on your page (doesn't need to be huge though)
- Use a professional sounding email address
- Can include links to social media if a hiring manager might think someone else is you
- Personal websites should showcase relevant work, research and achievements

## Objective

- Overall, objective statements should be left off of your resume unless you have a really good reason to include one
- If you include one, make sure you do it as well as possible
- Highlight important relevant skills to the job you are applying to. The main benefits hiring you will provide for the business should be clearly highlighted

## Skills Summary/Qualifications

A skills summary should highlight important requirements from the job description:

- 4-8 points long, but only include what is necessary

*Basic structure:*

**Adjective + Skill + Benefit = Great bullet point**

*Example:*

- Conducted root problem analysis to identify cause of high customer complaint rate; implemented new process flow that resulted in 90% fewer complaints

## Work Experience

- Order jobs by date (most recent first) - can be ordered by relevance in unique situations
- Include Job title, Date, Company worked at, and City, State
- do not repeat word for word something you've already included in a skills summary. You can highlight a similar accomplishment/task, but phrase it to highlight different skills/responsibilities

- Use adjectives, metrics, and detailed descriptions
- Expand on 2-3 jobs, with 1-4 bullet points each
  - List further jobs without bullet points if you have extensive experience
- Mark volunteer positions with "(volunteer)" beside job title

## Education

Include:

- The school
- Degree name
- Date started – date finished
- Location

For relevant courses:

- It is typically best to not include a separate “Related Coursework” section
- Instead, under your education section, include a bullet point under your degree (or start on a new line) and simply list your courses
- For example: *Relevant Coursework: Accounting, Quantitative Analysis and Microeconomics*

## Awards

- Include awards in education section or in the section of individual jobs

## Hobbies

- Don't include inappropriate hobbies
- Not necessary in most applications, but not a big deal if you include

## References

- Leave off the resume, no need for a line saying "references available upon request"

## Design

- You should be aiming for a professional, sleek, attractive resume that helps an employer easily find the information they are looking for
- Balance white space throughout resume - not too little, not too much
- Divide the resume up into 4 sections to test balance, all 4 quadrants should have roughly the same amount of content

## Font

- Sans-serif fonts don't have 'hook' on letters and are better for being read on web
- Popular sans-serif fonts: Arial, Verdana, Calibri
- Popular serif fonts: Times New Roman, Georgia

## Editing Resume

When revising your resume, check for:

1. Grammar/spelling
2. 'Fluff' words that don't add any value to your resume
3. Design issues

Have others check it if possible.

## Optimizing for ATS

- ATS (Applicant Tracking System) that many large companies use to filter out resumes by keywords
- Keep resume simple and structured to improve readability
- **Use terms from the job description:** Try to include as many industry-relevant terms from the description as possible without going overboard. Most times this simply means switching out certain terms that you originally used with similar words in the description. A great little tool for comparing your resume to the job description is [jobscan.co](http://jobscan.co)
- **Use popular fonts:** Universal fonts are picked up the most accurately by the ATS. We already talked about some above, like Arial or Trebuchet. Sizes 10-12 are recommended for body text
- **Avoid weird characters:** It's rare to see someone use uncommon characters on their resume, but if you did, get rid of it. Most ATSs won't be able to read them properly
- **Avoid images and fancy borders:** Extra lines and images often give older ATSs trouble. This is one of the main reasons it was recommended in the earlier section to avoid making a complicated design for most jobs