

Resume Sections

- Contact Details
 - ◆ Phone numbers
 - ◆ Email address
 - ◆ No street address—use city, state, only
 - ◆ Use Gmail if possible; using Hotmail, Yahoo, or AOL can indicate age
 - ◆ Optional: LinkedIn, Twitter, or other links to portfolio websites
 - ◆ Don't include links to Facebook or Instagram pages
- Career Summary Statement or Descriptive Summary of what you offer
- Key Skills
- Professional Experience
- Education/Certifications/Professional Development
 - ◆ Do not include high school education if you attended college.
 - ◆ Do not include graduation dates.
- Other
 - ◆ Volunteer/community engagement
 - ◆ Language skills or computer & technology skills

Format

- Keep your resume to 1–2 pages.
- Make sure all selling points are on one page if your resume is two pages. Do not split a position onto two pages.
- Make the resume visually appealing, easy to read, and/or scan (no graphics, fancy fonts, colors, etc.)
 - ◆ Font should be Arial, Calibri, or Times New Roman and no less than a size 10.
 - ◆ Margins should not be smaller than .5 to allow for enough white space.
- Use a direct writing style and short phrases or sentences.
- Pick a format and use it consistently.
- List jobs in reverse chronological order going back no more than 15 years.
- Do not list references or use “References available upon request.”

Spelling and Grammar

- Avoid using “I”, “me”, and “myself” in your statements.
- Begin sentences with action words.
- Use periods consistently or not at all.
- Use spell-checker and an app (e.g., www.grammarly.com) to check spelling and grammar.
- Numbers from 1 to 9 should be spelled out (one, two, three, etc). Numbers 10 and above should be written as digits (11, 12, 13, etc.).
- Proofread. Proofread again, and then let someone else proofread. Spelling, punctuation, and grammar mistakes that were not caught by the software will cost you!

Content/Keywords/Accomplishments

- Highlight the last 10–15 years of your career.
- Include a statement summarizing your areas of expertise, and key attributes.
- List accomplishments and key responsibilities that match skills highlighted in the job posting.
- Match your keywords to those listed in job postings; keywords are vital.
- Achievements should be quantified in \$\$, %% or ##.
- Do not misrepresent your experience or educational background; don't indicate that you have a degree when you didn't actually finish the program.
- If you have any gaps between employment dates, be ready to explain.
- Do not just list job duties/tasks and copy your job description into your resume.

Bullet Points

- Use bullets to emphasize items you want to stand out.
- Use 3-6 bullet points per work experience (Not exceeding 3 sentences in length).
- List the strongest bullet points first.

Professionalism

- Make sure your email address is professional.
- Use positive language to describe results; avoid negative words such as “tried” or “attempted”.
- Do not use slang or jargon.
- Do not include irrelevant personal information, such as how many children you have or what your hobbies are.
- Do not include a photo on your resume.
- Do not include salary on your resume.
- Do not include expired licenses or certifications.

Final Review

- Does your resume optimize the use of keywords used in the job posting?
- Is the resume customized to target companies and industries?
- Does your resume emphasize the benefits you can bring to the employer?
- Use analytical tools to help identify gaps in your resume: www.jobscan.co OR build a word cloud to identify your keywords that appear more frequently: www.wordle.net OR www.theprofessionalme.com.

If you checked all the boxes and answered YES to the final review ... your resume is set!

- Join the MRA Talent Community** – Upload your resume to: tinyurl.com/applymra.
- Sign up for email alerts** in the same spot to get alerts for jobs.
- Go to:** membercareers.mranet.org to check for current job postings.