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5 RESUME STRATEGIES:

Get Out of the Applicant Vortex & into the Candidate Pool!

Applying for a job on-line usually means an **Applicant Tracking System** (ATS), not a human recruiter, screens your resume. Increase your chances of getting past the ATS and into the candidate pool with these five strategies as a guide.

DISCLAIMER: Certain fields/roles may require more comprehensive resumes or CVs (e.g., academic, international and some scientific roles).

FORMAT:

- Submit resumes in Microsoft WORD unless instructed otherwise.
- Eliminate fancy formatting: fonts, graphics, boxes, photos, etc.
- Use a chronological format. ATS' use dates to calculate experience.
- Limit resume to TWO pages and 15 years of experience.
- Place your education in the last section of your resume unless recently completed.

CUSTOMIZE:

- Review and edit your resume for EACH role to which you apply.
- Place most relevant information in the top third of your resume.
- Use EACH posting's keywords throughout your resume as appropriate.
 - The ATS uses those keywords to assess your qualifications.

SPECIFY & QUANTIFY:

- Highlight your greatest accomplishments by quantifying your work and results. Things to consider:
 - What was your specific role and what specific skills did you use?
 - What impact did YOU make/problem did you solve?
 - Identify span of responsibility (number of projects, clients, or cases; number of people trained or served; notable interfaces e.g., other departments, external contacts, leadership levels, etc.).
 - Quantify resources managed and results (size of team, budget; efficiencies gained, innovations, increased sales, etc.)
 - Did you exceed expectations?

****Over for ACTION VERBS
to energize your resume****

DO-IT-YOURSELF:

- Write your own resume. By recounting, quantifying and distilling your responsibilities and accomplishments, you communicate them with greater clarity, authenticity and confidence during an interview and while networking.
- Consult with an expert or check your school/college career site for the latest resume/career advice and updates on trends and technology.

GET PERSONAL:

- Make LIVE connections through your network and personally distribute your resume when possible to get ahead of the ATS!

Bring Your Resume to Life With These ACTION VERBS:

General Management	Communication	Research	Technical	Financial	Training	Creative
Achieved Administered Analyzed Assigned Attained Chaired Consolidated Contracted Coordinated Delegated Developed Directed Evaluated Executed Improved Increased Organized Oversaw Piloted Pioneered Planned Produced Recommended Reviewed Strengthened Supervised	Addressed Arbitrated Authored Convinced Corresponded Created Developed Drafted Edited Enlisted Influenced Lectured Marketed Mediated Moderated Negotiated Persuaded Presented Promoted Publicized Reconciled Recruited Spoke Summarized Translated Wrote	Clarified Collected Criticized Diagnosed Distilled Evaluated Examined Extracted Extrapolated Formulated Identified Inspected Interpreted Interviewed Investigated Organized Reviewed Summarized Surveyed Systematized Tabulated Validated	Assembled BUILT Calculated Computed Developed Designed Devised Diagnosed Enabled Engineered Expedited Fabricated Innovated Integrated Maintained Operated Overhauled Programmed Reengineered Remodeled Repaired Solved Troubleshoot Upgraded	Allocated Analyzed Appraised Audited Balanced Computed Forecasted Managed Planned Projected Reduced Researched	Adapted Advised Clarified Coached Communicated Counseled Demystified Designed Educated Encouraged Evaluated Explained Facilitated Guided Informed Instructed Persuaded Stimulated Trained	Acted Conceptualized Customized Curated Designed Developed Established Fashioned Founded Illustrated Initiated Originated Performed Redesigned Rehabilitated Represented

WORDS TO AVOID: helped, assisted, supported, participated