

# RESUMES THAT SELL YOU



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## Purpose

Your resume is a concise summary of your education, experience, skills and accomplishments. The resume is a marketing tool to entice the reader to invite you to an interview. There is no one perfect resume or resume format. There are very few “*nevers*”, “*musts*” and “*always*” in resume writing. Successful resumes are *relevant* resumes that are tailored to each job or industry that you are applying to. They make it easy for the employer to see why you are the right match: How do you fulfill the employer’s **needs** and what are the **benefits** of hiring you? Identify skills that you used, learned or developed as well as your accomplishments!

## General Guidelines

- Tailor contents to each job.
- Sell yourself- be selective about what you include, and organize information strategically.
- Use consistent verb tense.
- Proofread!

## Where to Start?



1. **List** your accomplishments.  
“**Situation -> Action -> Results**”
2. **Analyze** the job description and highlight the most important qualifications/skills the employer is seeking.
3. **Identify** the qualifications/skills that fit the job description.
4. **Select** the right resume format by reviewing the samples in this packet.