



Does your resume make you stand out?

Resume/CV Tips from The Global Edge Consultants

What is your resume saying about you? Does it make you stand out in the crowd? If you are technical, you probably add boxes and headers to your resume. If you are artistic, you may add flair that is unique. However, the electronic age that we live in demands a more streamlined approach when dealing with recruitment agencies. Your resume needs to be informative and to the point. Below are some key elements that we suggest to be helpful in presenting your resume/CV:

CONTENT TIPS

Summary – a short paragraph with no more than five sentences summarizing the key points of your career is always beneficial. This is the initial “snapshot” many clients/recruiters look at to determine if they want to read more.

Job Title – be sure to include your job title for each position.

Responsibilities/Duties – it is important to describe each position with your individual responsibilities and duties. Employers really want to see this.

Accomplishments – always include any significant accomplishments, particularly if you impacted your employer and saved them time, money or other resources.

Description of companies/projects – it is helpful to include the type of companies and/or projects you worked on as well as the dollar value if applicable.

Education/Qualifications – list all degrees, certifications, etc.

Work Eligibility Status – include immigration status /eligibility to work (i.e., US citizen, green card, etc.)

FORMAT TIPS

DO's

- Provide most recent job first
- Use complete sentences
- MS word is the preferred format
- Spell check resume/CV
- Use present tense for current job;
past tense for previous jobs

DON'Ts

- PDF (most databases upload Word)
- Headers or footers (details can get lost)
- Tables/Boxes/Formatting of any kind
- Acronyms (must be defined first)
- Abbreviations

Although there are many different formats to use, we have found the following to be preferred. Below is a comical sample resume/CV for your entertainment. Although the content is humorous, you will be able to insert your own realistic information and utilize the formatting ideas. Good luck!

SAMPLE RESUME

John Doe

123 Anystreet

Anytown, TX 77000

281-123-1234

Cell 281-456-7891

anybody@yahoo.com

Summary: Professional with lots of experience doing many things, making a lot of money for a long time. Also handled difficult situations and managed all kinds of people. Worked with many types of equipment in many ways.

Computer Experience: Word, Excel, Office, databases, etc.

Qualifications: Most advanced degree, School, City
Next degree, School, City

Work Experience:

April 2001 – Present
Company, Location
Title

All duties, responsibilities and accomplishments as required.

January 2000 – March 2001
Drill the Mother Load, Winnemucca, NV
PRIC (Person Really in Charge)

All duties, responsibilities and accomplishments as required.

July 1989 – December 1999
Offshore Monster USA, Galveston, TX
PIC (Person in Charge)

All duties, responsibilities and accomplishments as required.

Additional Information

Member: Every important professional association in my field of discipline.