

Resume Trends

“When looking at trends I always ask myself basic and timeless questions about business, and the one I seem to always come back to is, ‘How is this different than anything else in the marketplace?’ – Daymond John

Branding Yourself

- Include links to LinkedIn & Twitter if they are related to your career
- Links of your LinkedIn and Twitter accounts go in the header
- Know and know how to use the computer programs and apps that are hot in your industry
- Keep up to date on trends in your industry through *Forbes* and *U.S. News & World Report*

Formatting

- Name file: YOUR NAME-Resume
- Black font. 14 pt font for your name in all caps and headers; 10 or 12 pt font for body.
- File type according to employer application directions – usually Word or PDF
- Qualification Summary: An attention grabber at the top 1/3rd of your resume because recruiters spend time here

Formatting

- A relevant Key Skills section using bullet points can go under the Qualification Summary.
- Use bullet points for each accomplishment in past jobs. 5-6 bullet points for each past job
- Try to have only a one-page resume; two is acceptable if the information is relevant to the job to which you're applying

Writing Your Experience Section

- For each job you've had, use the same words for each skill or accomplishment that match the words on the job description
- Your accomplishments should mirror the job description, so only include accomplishments relevant to the job description.
- For each past job, show anything that you did beyond the expected and that is related to the job description
- Leave out jobs older than 10 years unless they're relevant to job you're applying to

Create a Different Version of Your Resume for Each Job You Apply to

- Create a master resume that has all your professional and educational experience
- Then when applying to specific jobs, create a new copy of that master resume and cut out the extra information.
- Use the words from the job description in each resume you use to apply for a job

Dealing with Gaps

- If you have a gap on your resume where you did not work at all, say in one line what you did instead. It's better to explain the gap on paper than to have a gap with no explanation.
- If you have irrelevant work experience within the last 10 years, simply list your job title and place of employment. You still want to focus on the relevant jobs.

Professional Assistance

- JobLINC: 3030 Poplar Avenue, inside the Central Library. (901) 415-2787
- Workforce Investment Network: 480 Beale Street. (901) 636-7971
- Tennessee American Job Center (formerly TN Career Center): 3040 Walnut Grove Road. (901) 543-7850