

# Write a Killer Resume

## Cheat Sheet

### Understand and Structure Your Resume



Your Full Name

Job Title

Professional Summary

*Instantly highlights your value by aligning your experience and background with the job you're applying for.*



#### What Is a Resume?

A resume is a one- to two-page document summarizing your professional background. Think of it as your personal marketing pitch.



Email Address



Contact Number



Address



LinkedIn Account



Website

#### SKILLS

Create a concise list of your top abilities. Aim for a mix of hard and soft skills tailored to the job.



Technical Skills



Core strengths



Role-specific



Interpersonal Skills

#### ACCOMPLISHMENTS

Highlight the wins that set you apart including awards, recognitions, or major successes that show impact.

- ✓ Awards or honors
- ✓ Project outcomes
- ✓ Quantified results



#### OPTIONAL SECTIONS

Depending on your field and the job you're applying for, you might also include sections like:

- ✓ Volunteer work
- ✓ Certifications
- ✓ Publications



#### WORK EXPERIENCE

Tell the story of your career by listing your most recent and relevant roles first. Focus on achievements, not just responsibilities.

##### Job Title

**Company Name #1**

*Start Year - End Year*

- ✓ Use strong, active verbs at the beginning of each bullet point to show ownership and initiative.
- ✓ Make your accomplishments clear and engaging by highlighting the results you delivered.

##### Job Title

**Company Name #2**

*Start Year - End Year*

- ✓ Add numbers to show results (e.g., "Increased sales by 25%").
- ✓ Measurable outcomes help recruiters see your impact clearly and add credibility to your work.



#### EDUCATION

Show your educational background clearly, especially if it supports the job requirements.

- ★ List degree(s), program(s), school name, and graduation date(s).
- ★ Mention relevant coursework or projects if you're early in your career.
- ★ Add certifications or continuing education if applicable.

# Tailor Your Resume for Success

## OPTIMIZE FOR APPLICANT TRACKING SYSTEMS

Make sure your resume gets past digital filters and into human hands.



- 1 Use keywords from the job post
- 2 Avoid graphics (ATS can't read them)
- 3 Use simple fonts and formatting
- 4 Save as .docx or .pdf
- 5 Use a linear, top-down layout
- 6 Name files clearly (e.g., Jane\_Doe\_Resume.pdf)

## GATHER FEEDBACK & UPDATE YOUR RESUME

- ★ Keep your resume current with recent experience and projects.
- ★ Highlight new skills, promotions, and role changes.
- ★ Add any training programs or certifications.
- ★ Update your resume regularly to reflect career growth and achievements.
- ★ Gather feedback from mentors, colleagues, or professionals to improve it.



## PROOFREAD AND EDIT YOUR RESUME

Polish your resume to make a strong, professional impression. Here's the proofing checklist you can use:

### Items to Check for



Grammar & Spelling

Typos, grammar issues, incorrect word use



Formatting Consistency

Fonts, sizes, bullet styles, date formats



Clarity & Brevity

Direct, simplified, action-oriented wording



Outside Feedback

Peer or expert review for clarity and polish

## WHY THIS MATTERS



Keeping your resume updated ensures it's always ready for new opportunities.

It highlights your latest strengths and improves clarity and professionalism.

## Resume Submission and Follow-Up

Writing a great resume is just the start. How you send it and follow up can make all the difference and help you stand out to recruiters.

### ➤ Send Your Resume the Right Way

Follow instructions, use keywords, and check your file and email to ensure your resume stands out.

### ➤ Follow Up After Applying

Wait 7–14 days to follow up and track your applications to show interest and professionalism.

### ➤ Respond to Interview Requests & Rejections

Confirm or reschedule interviews as needed. Thank them and request feedback if rejected. How you reply says a lot about you.

## RESUME REVIEW CHECKLIST

Before you submit your CV to a recruiter or employer, make sure it's polished and ready to impress. Use this checklist to do a final review:



Does it look professional?



Have I shown my value clearly?



Does it make a strong first impression?



Have I included numbers or metrics?



Is it easy to read?



Is it easy to contact me?



Is it under 2 pages?

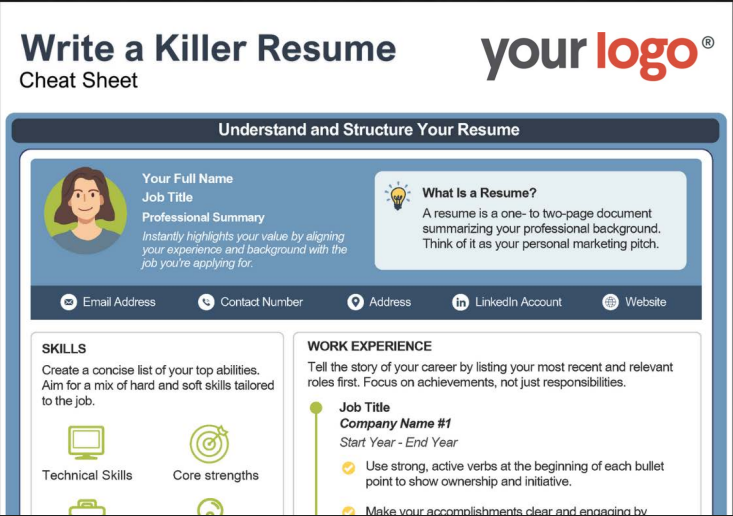


Does it match the job I'm applying for?



Are my roles well structured?





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Why write your own training, when we've done it for you?

Business Skills

- Accounting
- Communication
- Customer Service
- HR
- Marketing
- Professional Development
- Sales
- Training & Education

Google

- Calendar
- Chrome
- Classroom
- Docs
- Drive
- Gmail
- Sheets
- Slides

Leadership

- Leadership
- Management
- Project Management

Technology

- A.I.
- Digital Literacy
- Software Applications

Career Development

- Career
- Higher Education
- Job Hunting

Microsoft

- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

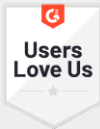
		Paid Plans		
Includes	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	LinkedIn Learning
Course Builder with AI				Articulate Rise
Skill Assessments				Northstar
LMS				Teachable
Annual Cost	Free 	\$495 		



"Customizing the courses saved hours of work."



"So impressed with your features and ease of use!"



★★★★★  
4.9 rating on