

## Writing or Updating your Resume

The Merriam-Webster Dictionary defines resume as: a short account of one's career and qualifications; a set of accomplishments.

A resume is one of the most important documents a prospective employer will use to determine if applicants will be contacted for an interview. From your perspective, resume writing is how you market yourself.

If your resume is dated, take the time to modernize the style and update the content before sending it out.

- Research current resume trends
- Create a master document of all experiences and credentials
- Study the job posting
- Write your resume
  - Target your resume for the job you are applying for
    - Include keywords from the job description on your resume
    - Highlight your most relevant skills and education
  - Choose a career summary format\* to communicate your brand and set yourself ahead of the competition.
    - **Headline Format**  
*Catches the reader's eye and focuses attention on your best attributes.*
    - **Paragraph Format**  
*Three to five-line overview of the most important information*
    - **Career Achievements Format**  
*Positions your most notable achievements*
    - **Credentials Format**  
*States your three to five top achievements for maximum impact*
    - **Combination Format**  
*Showcases headlines, achievements, professional activities and keywords*
- Proofread for accuracy and spelling

For more information for job seekers, go to [Texas Workforce Commission](http://www.texasworkforcecommission.com)

\*For specifics on career summary formats, check out the examples and explanations on the following pages provided by <https://www.SHRM.org>.

## Headline Format

### **HUMAN RESOURCES EXECUTIVE**

**Recruitment & Staffing | HRIS Technology | Succession Planning**

**Training & Development | Employee Relations | Benefits & Compensation**

Advantages:

- Immediately communicates who the job seeker is with a crisp, hard-hitting, to-the-point introduction.
- Puts essential information front and center in an attention-grabbing format.
- Front-loads keywords, which are critically important for both human readers and electronic resume scanning systems.

## Paragraph Format

### **CAREER PROFILE**

**Human Resources Professional** with 10+ years' experience building and leading best-in-class HR organizations for major corporations in the technology industry--Apple, Intel and Microsoft. Expertise includes technical staff and management recruitment, onboarding, training and development, employee relations, performance standards and evaluation metrics, and HRIS technology. Accustomed to working with diverse multinational teams throughout North America, Europe and Asia to leverage human capital to meet challenging business needs. SHRM-SCP, MBA-HR.

Advantages:

- Presents a clear and concise (three-five lines) overview of the most important information, carefully selected to position each job seeker for specific job targets.
- Provides a good framework for constructing a "tell-me-about-yourself" introduction (e.g., who you are, length of career, notable employers, top qualifications, distinguishing degrees and credentials).
- Written to engage readers with keywords and qualifications closely aligned to their specific hiring needs.

## Career Achievements Format

### **STAFFING, TRAINING & DEVELOPMENT PROFESSIONAL**

- Achieved 126 percent of staffing goals for company headquarters at less than 50 percent of projected cost.
- Designed and launched 27 new training programs for hourly teams at 1,250 locations nationwide.
- Eliminated training gaps in hazmat handling and emergency response, reducing safety incidents 214 percent.
- Introduced team initiatives that identified performance opportunities and improved productivity 9 percent.

#### Advantages:

- Leads with a headline for instant recognition as to the job seeker's expertise.
- Prominently positions a job seeker's most notable achievements as the cornerstone of the resume.
- Effectively integrates metrics and other measurable information to boldly communicate success.

## Credentials Format

### **EXECUTIVE PROFILE**

**Chief Human Resources Officer (CHRO)**

**22-Year Career – Bayer, J&J, Pfizer, Merck**

**Executive MBA – Harvard University | BS in Business – Duke University**

**On-Air Guest & HR Contributor – CNBC, ABC News, CBS Sunday Morning**

**Featured HR Contributor – *Time Magazine, Forbes, HR Magazine***

#### Advantages:

- Introduces a job seeker's three to five top achievements right away for maximum impact.
- Is unique and distinguishing and is formatted in an easy-to-write presentation style.
- Immediately positions the job seeker ahead of the competition with impressive qualifications.

## Combination Format

### Recruitment & Staffing Professional

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#### **Multinational Companies · Turnarounds · Emerging Growth Enterprises**

15-year career leading recruitment, staffing and workforce management programs that have positively impacted performance, productivity and profitability. Stanford MBA degree.

- **IBM:** Ramp-up staffing for new international ventures in Europe and Asia.
- **GE:** Recruitment of new executive leadership team for global acquisition.
- **ILI:** Redesign of nationwide staffing models to support aggressive turnaround.
- **Intel:** Creation of technical recruiting programs for fast-track growth.

Corporate and nonprofit Board member.  
Published author. Accomplished speaker.

#### Advantages

- An effective writing strategy that integrates key components of other formats to create a full-picture career summary.
- Outstanding use of prime resume real estate to showcase headlines, notable achievements, credibility-boosting professional activities and all-important keywords.
- Visually distinct and attention-getting format.

- **Technical Recruitment**
- **Executive Recruitment**
- **Global Talent Sourcing**
- **Future Workforce Planning**
- **Post-Merger Employee Integration**