



NuHire

INFORMATIVE

Strategies and Tips for Crafting a Resume

On average, recruiters and hiring managers are known to spend only 7 seconds reviewing your resume to find an initial fit. Strategically writing your employment profile, whether a resume or a LinkedIn profile, is the single most crucial factor in you earning the chance to interview.

Whether it's your first resume or it's due for a refresh, this guide and the expert support from career coaches at The NuHire Group will empower you to create an employment profile that catches the attention of the right audience.

Topics We'll Cover:

- Elements of a Great Resume & the Non-Negotiables
- Present Yourself in the Best Light
- Make your Resume Stand Out
- How to Get Expert Support



Elements of a Perfect Resume

Presentation Matters

Set yourself up for success with a resume that even at first glance is professional and thorough. Double-check your grammar, punctuation, and formatting choices. Make it clean and easy to read. Grab the interest of the hiring manager before they even get to dig into the details.

Sharing Deliberately

Including information about your qualifications, education, and skills is vital to building a complete resume, but remember to be strategic about how much you include. Take a look at the job description and pinpoint qualities and skills they list as being desirable, then customize your resume accordingly.

Your Highlight Reel

Hiring teams don't need to know your whole story. Tactfully include your greatest wins and valuable lessons learned. Ensure every word on your resume has a purpose.

Quantify & Clarify

Stand out with a resume that answers more questions than it creates. Hone in on details like gaps or shorter stints in employment, notable projects, and always include quantifiable attainment against metrics to set yourself up for an eager interviewer.

Speak Volumes

Hiring managers look at hundreds, if not thousands, of resumes every year, it is important to bring your unique personality to your resume. Take the time to write a meaningful summary that will make you stand out and paint yourself as more than another candidate in the ATS.



"90% of how well the talk will go is determined before the speaker steps on the platform."

— Somers White

THE ROAD MAP

Take Inventory

- Past roles or internships
- industry/career changes
- Projects, studies
- Volunteer work, Clubs
- Education/Degrees
- Certificates, Awards
- Leadership positions

Formatting



- Easy-to-read fonts (max 2 different ones)
- Leverage font weight to create emphasis
- Consistent spacing & margins throughout
- Consistent use of abbreviations/shorthand
- Clearly titled sections
- List experience in reverse chronological order

***Reach out to an expert for further support!**

Summary

- Briefly introduce yourself with a relevant attention grabber
- Define your intended professional trajectory
- Highlight your unique qualifications
- Connect the job description requirements and preferences to your proven abilities

***Carefully consider whether to use a Summary or an Objective**

Non-Negotiables

- First and Last Name
- Personal Email
- Personal Phone
- LinkedIn/Portfolio Link
- Current City
- Education: School Name, Degree, graduation year
- Current company/role
- Relevant experience w/ accurate dates

Experience

- Be concise and brief
- Quantify your impact whenever possible
- Showcase your attainment of goals
- Focus on high-impact contributions
- Use action verbs
- Use keywords from the JD
- Include a key takeaway for each experience
- Highlight real world implementations of skills

Resume Review



Partner with your recruiter to review your resume. They will provide expert advice, hints + tips, or help with a rebuild.

***Check out our Career Planning Guide for more tips!**

Don't forget...

At any point during this process, feel free to reach out to your recruiter. We went ahead and added the icon below at key points when it might be most valuable.

