Hiring Village - Resume Advice

- Never start a line with "Responsible for": it doesn't tell the hiring manager what you really did. Try different action choices that will help an interviewer understand what you've done. Remember, the resume needs to get you into the door for the interview, so you want to catch their attention and highlight the bigger activities/accomplishments. Examples of different verbs:
    - Created
    - Maintained
    - Authored
    - Built
    - Supervised
    - Managed
    - Researched
    - Wrote
    - Led...

      Want more?

      Here's a good categorized list:
      http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf

      Here's another great resource:
      https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome

- Spell check is your friend, but not when it comes to readability and words that are legitimately spelled correctly but don't fit into context with the sentence. Do yourself a solid: have someone else put fresh

eyes on your resume to look for things like words that are spelled correctly – but the wrong word (*ex: their vs. they're*).

- A word about funny fonts…. No. Don't use them. Use professional fonts: Times New Roman (ok), Cambria, something a bit sharper for standard readability. Some fonts are actually harder to read in a resume than others. Check out resumes that are visually appealing with font and font placement. Don't think this matters? You're not reading through hundreds of resumes a day are you? You're the **one** resume vs. the hundreds the recruiter is trying to weed through to find the right candidate. Make it easy on them to find you.

- About making it easy on them… Write your resume (or revise it) for the job that you want. When you look at the job opening you want to apply to, check your resume to make sure that the key words and phrases in the requirements of the job opening are represented in your resume. Parrot some of the language back if possible. Simple example:

  Requirement:
  "Candidate must have 5 years of firewall experience."

  Tailored into Resume:
  "Over the last 10 years, created and maintained firewall rulesets for a large enterprise network."

- Worst money I ever spent was going to one of these resume-prep services. They don't understand this specific career field, so you spend two hours with them basically educating them and you come away with a resume you could have written yourself. The best thing I got out of it was nice paper.

- It's hard for me to write about myself. It helped to have a friend in the field "interview me" to help better fill out my resume. Outside perspective helped me get it into better shape