

## **Building a Master Resume**

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” – Colossians 3:23-24 (NKJV)

### **YOUR RESUME IS YOUR FIRST IMPRESSION**

The resume is the first point of contact between you and your potential employer and is the first impression you give a hiring manager of your skills, experience, and qualifications for the position you are seeking. This one-pager is designed to provide you with tips and tools for the creation of a ‘Master Resume,’ the resume that you will then copy and tailor for each position that you are applying for.

### **BEGINNING TIPS**

As you reflect on crafting a Master Resume, there are some guidelines that should influence the way you build and flesh it out, as well as considerations for how to use the Master Resume as a base for each job application you submit. Good beginner tips are as follows:

- Follow the instructions of each job posting carefully
- Contain your resume to one page for every 10 years of job experience
- Construct the resume in reverse chronological order with your most recent experience listed first
- Avoid personal pronouns (I, me, my) in your professional summary or in the bullet points
- Type your resume in either Microsoft Word or Google Docs
- Use a sans serif font (Ariel, Aptos, or Calibri): your name in 16-18 pt and the rest of the resume, either 11 or 12 pt
- Keep your resume clean and minimal without design elements so Applicant Tracking Systems can read it
- Remember to utilize Career Services resources and appointments

### **KEEP IN MIND**

- As you craft your resume’s bullet points, remember to start each point with an action verb (ex., enhanced, advised, wrote, examined, evaluated) and do not use a period as it’s not a full sentence.
- Quantify your experience and be specific about the who, what, when, where, and why of your experience: e.g., “Tracked social media engagement” becomes “Increased Sofia Health’s online engagement by 20% via SEO and published content based on follower’s interest.”

**REMEMBER: Each resume has a six-second window to be seen and read by a hiring manager**