

ANATOMY OF AN *impactful* 2017 RESUME



1

USE A CREATIVE TEMPLATE

Select a template that best represents you, both in terms of layout & color. Make sure to remain appropriate for your industry, to balance white space and to use sleek fonts.

2

MAKE YOUR EXPERTISE KNOWN

Similar to the LinkedIn tagline, present yourself under the light you want to be seen. Match your title to the role & industry you are applying for, drawing the reader's attention to your application.

3

PROFILE SECTION

Beware of the objective statements! These are old school and do not showcase your value to the employer. Focus on your skills and areas of expertise, relevant to your job search goals.

4

HIGHLIGHT YOUR KEY SKILLS

Using bullet points, list 9-12 skills or areas of expertise, which will capture your audience's attention. Do your research on the candidate profile they are looking for, and avoid generic statements.

5

WEB LINKS

Make it easy for the reader to find you online. If you have a LinkedIn profile, personal website, relevant blog or an online portfolio, add their hyperlinks in your contact information.

6

SHOWCASE YOUR ACHIEVEMENTS

When building your bullet points, make sure to include some measurable data, supporting your success, added value and impact. Employers want to know more than what you did. They want to know what you can do for them!

7

GET WITH THE TIMES

Gone are the days when including 'references available upon request' was necessary in your resume. Other than being an obvious fact, this section dates you, as well as takes up valuable real estate in the document..

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