



# Resume

Your resume is the key to getting in the door of the job you want. It should be a living document - so if you haven't picked it up or edited it in years, it's time to give it a fresh look. Build a resume that represents you and your achievements so you can stand out.

## Write It Out



### Brainstorm & List Your...

-  Paid Job Experience

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-  Volunteer Experiences

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-  Degrees, Certifications & Continuing Education

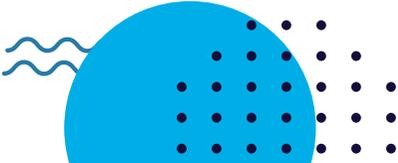
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-  Awards, Achievements

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-  **Hard Skills:** What you can do

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-  **Soft Skills:** How you do it

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-  Personal Interests

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# Organize It

With the main information compiled you have the building blocks for your resume and can start creating the framework.

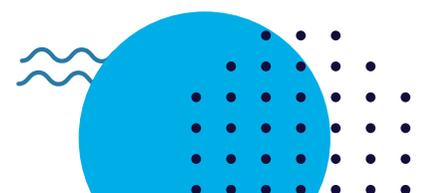
- Edit your list above and include the experiences that are most relevant to this role.
- Include employer name, location and dates. List experiences starting with most recent roles.
- Use past tense unless you are still currently with the job.
- Use powerful action verbs for each bullet such as executed, established, spearheaded, and designed.
- Add any specific accomplishments or awards relevant to your career.
- Highlight personal interests that exhibit skills related to job.



# Professional Summary

This goes at the top of your resume but should be the last part you write once you have all the other pieces laid out. If you already wrote your elevator pitch you can tweak it for your summary.

- Target it**  
Adapt your professional summary for the role you are applying. Include words that are in the job posting.
- Introduce Yourself**  
State who you are a professionally.  
*"Self-motivated and dynamic project manager with 8 years of experience in biotech..."*
- Extract Highlights**  
What are your top 3-4 career highlights and successes? These can also be from unpaid roles.
- Conclude with Your Value**  
What will you bring to this role and why do they need you? Tie in your achievements with that they need for their organization.





# Target

Target your resume for the role you want. You will need to adapt and edit your resume for each position applied in order to get the attention of a hiring manager & get accepted by the applicant tracking systems used to screen resumes,

- Note the skills and experience they list in the job description.
- include specific qualifications and requirements
- Identify and use key words



# Assemble It

You are almost done! These days you need two resumes. One to apply online that can get through the (ATS) and the other when sending directing to a hiring manager.

For the hiring manager: Find a great template and fill it in with the above components and save it as a pdf to maintain the layout. For ATS: Keep a simple layout and save it as a Word doc or google doc. Now it's time to showcase this magnificent piece of art that showcases your career accomplishments and value to the world.



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