

Resume Essentials Cheat Sheet

What to Include on Your Resume in 2020

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Personal Information

Name, Email, Phone Number (only one!), and LinkedIn URL.
City, State and Zip is optional.



Summary

4-5 lines, summarizing your professional skills and experience. Include your target position title and years of experience: "Licensed Physical Therapist with over 7 years of experience managing rehabilitation facility."

TIP: Use keywords and qualifications from the job description



Skills

Customize your areas of expertise for each specific job. Use keywords to reflect the qualifications you have for the role.

Accomplishments

Use 3 bulleted accomplishments. Include measurable outcomes with specific numbers, such as, "Increased department sales by 25% within 9 months." The more specific you can be, the better!

NOTE: If you don't have specific numbers or percentages to use, you can still describe your impact to the company.

Experience

Include the most recent 10-15 years of experience, both paid and volunteer. Start with your current or most recent position. List the company name, years employed, and job title. Don't list every job duty; instead summarize some of the highlights you achieved. Express how your work impacted the organization.



Education & Training

List your most recent education first. Don't include date of graduation, unless you graduated within the last 3 years. Include any recent training, as well as relevant certifications.

What NOT to Include

- References Available Upon Request
- An Objective
- Times New Roman or Arial font
- A Photo
- Outdated software training or certifications

The purpose of your resume is to highlight your qualifications that are relevant for a specific job, so that the Recruiter or Hiring Manager wants to know more about you.

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Personal Information

Name:

Email:

Phone:

LinkedIn:

Summary

Skills

-
-
-

-
-
-

-
-
-

Accomplishments

Experience

Current Company, City, State

Year - Year

Job Title

Contribution to Company/What you achieved

Company, City, State

Year - Year

Job Title

Contribution to Company/What you achieved

Company, City, State

Year - Year

Job Title

Contribution to Company/What you achieved

Company, City, State

Year - Year

Job Title

Contribution to Company/What you achieved

Education

University

City, State

Type of Degree, Major

Minor

Add Your References on a Second Page!