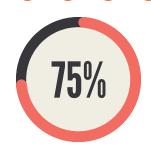
## Building a Strong RESUME



Recruiters **spend 6-15** seconds looking at a resume before deciding whether they want to interview the candidate



of resume view time is spent on name, current title/company and past titles/companies. Recruiters are looking for relevant work experience

Break your resume into clear, easy to read sections



Many resumes are scanned and then searched through Applicant Tracking Systems (ATS).

The software searches for optimal keywords and either accepts or rejects

Match Key words!

Don't use templates





Don't include personal details like hobbies, marital status, etc



Don't include references or say
"References available upon request."
Put references on a separate paper

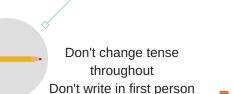
Resume Don'ts



Don't use an unprofessional email address



Don't use complicated formatting

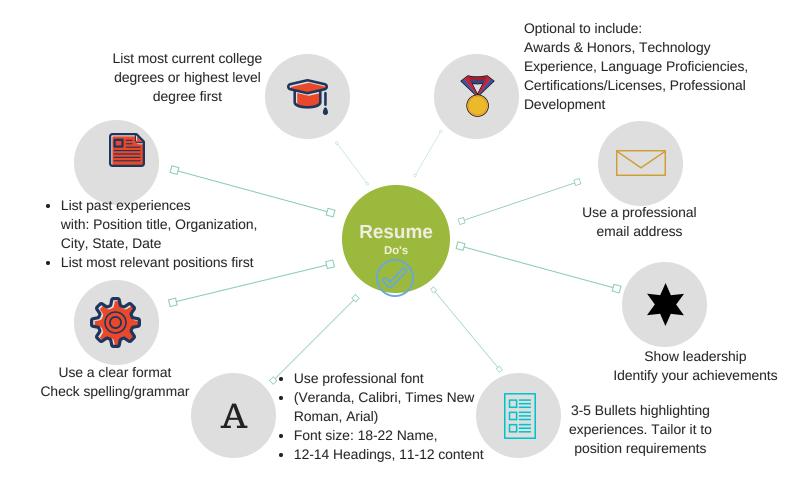




Don't make spelling or grammatical errors







## WHAT EMPLOYERS SEEK

- 1. Communication Skills (verbal)
- 2. Ability to work with a team
- 3. Decision-making/problem-solving skills
- 4. Organization and planning skills
- 5. Ability to obtain and process information
- 6. Leadership skills
- 7. Technical and computer skills
- 8. Communication skills (written)
- 9. Initiative
- 10. Ability to sell or influence others



A MEMBER OF MINNESOTA STATE