


*“How to Get Your Resume  
Past the System  
& Into Human Hands”*



**“IF YOU DON’T DESIGN YOUR OWN LIFE PLAN,  
CHANCES ARE YOU’LL FALL INTO SOMEONE  
ELSE’S PLAN. AND GUESS WHAT THEY HAVE  
PLANNED FOR YOU? NOT MUCH.”**

**JIM ROHN**

**LIFE  
PRO TIPS**





## ***Reading Your Résumé***

**NEW RÉSUMÉ-FILTERING TECHNOLOGY MEANS THE OLD RÉSUMÉ RULES MAY NO LONGER APPLY.**

Here is every job seeker's dream world:  
*a place where they know exactly how recruiters' minds work; where the reasons for hiring decisions are obvious; where the criteria for an effective resume and job search are as clear as day.*

# ROBOT-FRIENDLY RESUME

Treat it like a video game....

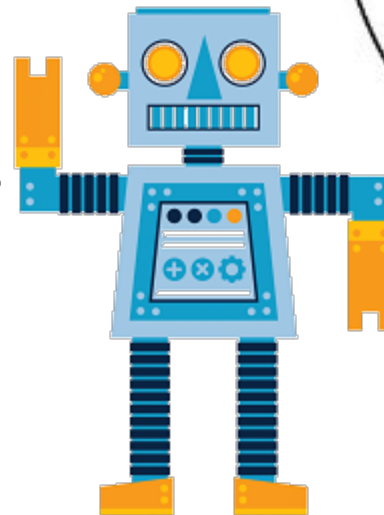
*Beat the resume robot*

Go on many interviews.

Gain experience points

Have fun with it.....

Get to the next level.....



**treat  
me like  
a game  
and i'll  
show you  
how it's  
played**

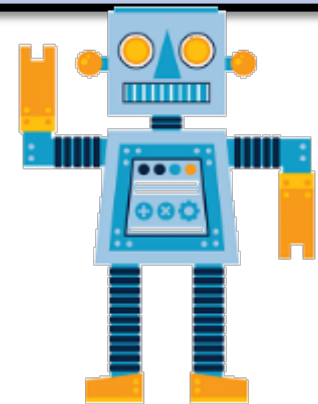


The findings provided specific data regarding the following:

- *Individual resume and online profile details viewed by participating recruiters*
- *Specific items that captured recruiters' attention during reviews*
- *How long recruiters spent viewing each item*
- *How quickly their eyes moved from item to item*
- *What content was overlooked*

6  
SECONDS

The study found that recruiters spend only 6 seconds reviewing an individual resume.



# Résumé mistakes by the numbers

**13%**

of companies will exclude a candidate who puts a **picture** on a résumé.

**30%**

of hiring managers will ditch a résumé that doesn't include a **list of skills**.

**61%**

of recruiters will trash a résumé with **typos**.

**35%**

of employers will disqualify a candidate with an **inappropriate email address**.

**RESUME**  
CAREER SUMMARY

## WHAT MATTERS MOST ON YOUR RESUME:

The study's "gaze tracking" technology showed that recruiters spent almost 80% of their resume review time on the following data points:

- *Name*
- *Previous position start and end dates*
- *Current title/company*
- *Current position start and end dates*
- *Previous title/company*
- *Education*

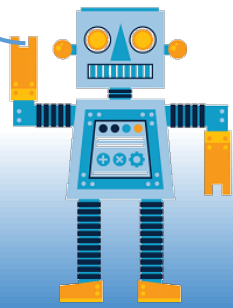
# ROBOT-FRIENDLY RESUME

WORDS ON YOUR RESUME  
MUST MATCH THE JOB  
DESCRIPTION

**50-60%**

*MATCHING WORD FOR WORD*

60%



*ATS = Applicant Tracking System*



# ROBOT-FRIENDLY RESUME



You **MUST** nail the correct key words

- ATS Resume systems work by ***scanning resumes for contextual keywords*** and **key phrases**, mathematically scoring them for relevance
- Only the **most qualified resumes** are sent for human review.
- ATS software (usually) recognizes if you're a good fit for the job
- Your resume **must match WORD FOR WORD** to their job description 60%
- ATS is looking for key phrases & contextual information related to those qualifications.

• **NEVER LIE ON YOUR RESUME! IF YOU DON'T MATCH THE JD -DON'T APPLY**

**Lingo:** (Software Used: Engineered Standards vs. E.S.

MS Word vs. Microsoft Word (*spelled out*)

**Your responsibilities:** (spell it exactly how they write it)

**Education:** Bachelor of Engineering vs. B.Eng

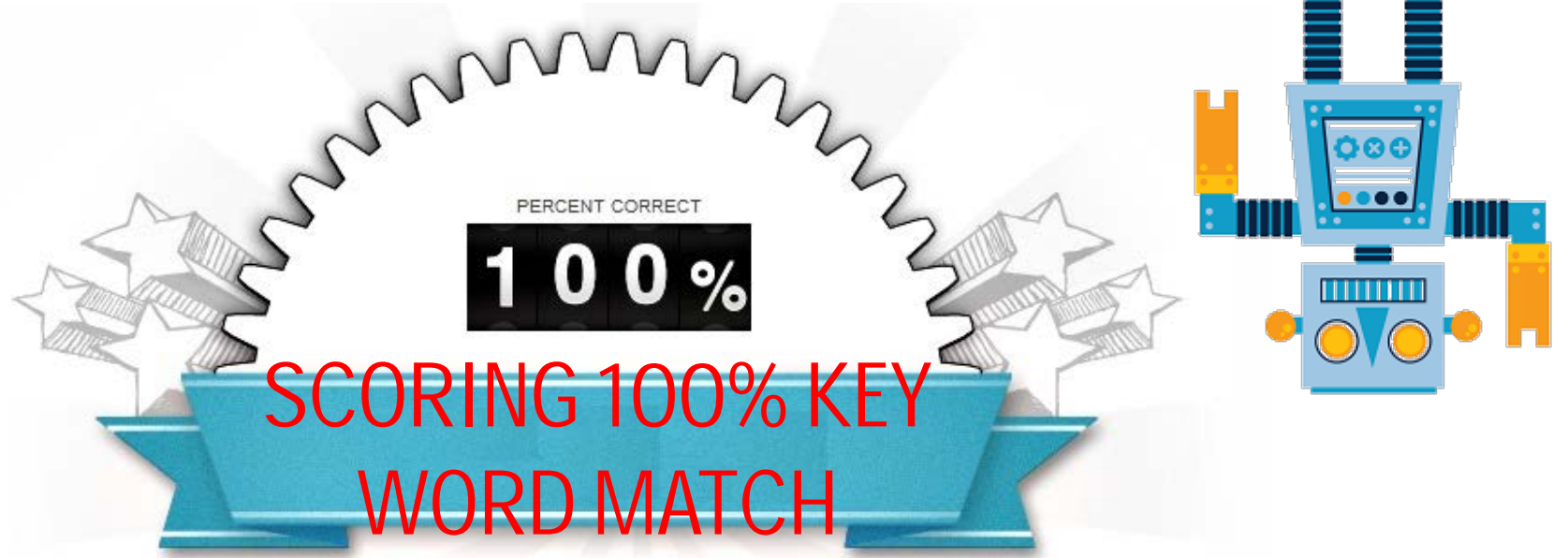
**Your licenses:** Certified Public Account vs. CPA (*spelled out*)

**Your certificates:** (spell it exactly how they write it)

ATS = Applicant Tracking System



# LIFE PRO TIPS



- Some ATS software allows you to score 100% Keyword match
- Create a **SUMMARY OF SKILLS** section at the top of your resume
- Copy-N-paste parts of the job description that **MATCH YOUR SKILLS** into this section on your resume
- Highlight your skills - **NEVER LIE ON YOUR RESUME!**
- IF YOU DON'T MATCH THE JD – THEN DON'T APPLY**

INSIDE TIP: Some firms software will instantly disqualify you for doing this. Many resume software programs have learned this. I recommend sticking it in the footer which takes a few extra clicks to find, also just using a series of key words instead of the entire text of the description works too.

*ATS = Applicant Tracking System*



# *STRATEGY GUIDE*

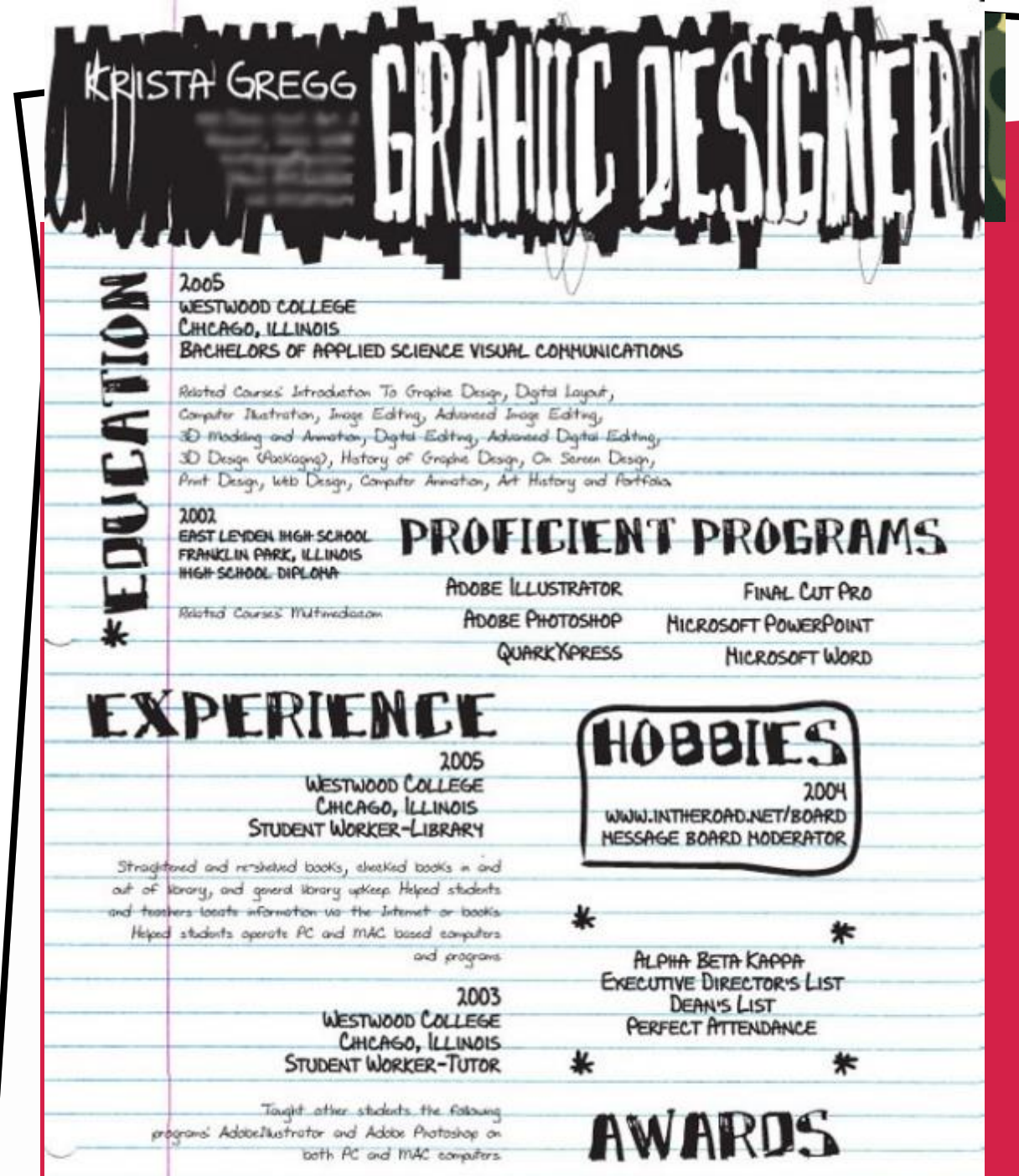
**ATS** = *Applicant Tracking System*



# #1. Keep Formatting Simple

- ATS loves simplicity & cold conformity
- ATS hates creativity & individuality
- ATS hates extra touches & enjoy rejecting resumes
- ATS struggles with anything beyond plain text
- ATS likes fonts like Arial, Courier, or Times New Roman
- ATS can't read fancy fonts
- ATS can't read logos, pictures, symbols, or shading
- ATS HATES extra rows, columns, page breaks, etc.
- ATS discriminates against tables, charts, graphs,
- ATS has trouble reading anything beyond bullet points
- ATS does not want to see colors
- ATS does not want your photo
- ATS chokes on unfamiliar headings like:**
  - Affiliations, Publications, or Memberships
- ATS only prefers usual sections of a resume:**
  - Qualifications, Professional Experience,
  - Education, Skills, and the like.
- ATS prefers word doc or rich text formats
- ATS technology mis-processes .pdfs (limitation)

ATS = Applicant Tracking System



KRISTA GREGG

# GRAPHIC DESIGNER

## \* EDUCATION

2005  
 WESTWOOD COLLEGE  
 CHICAGO, ILLINOIS  
 BACHELORS OF APPLIED SCIENCE VISUAL COMMUNICATIONS

Related Courses: Introduction To Graphic Design, Digital Layout,  
 Computer Illustration, Image Editing, Advanced Image Editing,  
 3D Modeling and Animation, Digital Editing, Advanced Digital Editing,  
 3D Design (Packaging), History of Graphic Design, On Screen Design,  
 Print Design, Web Design, Computer Animation, Art History and Portfolio

2002  
 EAST LEYDEN HIGH SCHOOL  
 FRANKLIN PARK, ILLINOIS  
 HIGH SCHOOL DIPLOMA

## PROFICIENT PROGRAMS

ADOBE ILLUSTRATOR	FINAL CUT PRO
ADOBE PHOTOSHOP	MICROSOFT POWERPOINT
QUARKXPRESS	MICROSOFT WORD

## EXPERIENCE

2005  
 WESTWOOD COLLEGE  
 CHICAGO, ILLINOIS  
 STUDENT WORKER-LIBRARY

Stratigized and reshelved books, checked books in and out of library, and general library upkeep. Helped students and teachers locate information via the Internet or books. Helped students operate PC and MAC based computers and programs.

2003  
 WESTWOOD COLLEGE  
 CHICAGO, ILLINOIS  
 STUDENT WORKER-TUTOR

Taught other students the following programs: AdobeIllustrator and Adobe Photoshop on both PC and MAC computers.

## HOBBIES

2004  
 WWW.INTHEROAD.NET/BOARD  
 MESSAGE BOARD MODERATOR

\*  
 ALPHA BETA KAPPA  
 EXECUTIVE DIRECTOR'S LIST  
 DEAN'S LIST  
 PERFECT ATTENDANCE  
 \*

## AWARDS

**EPIC  
FAIL**

# #1. Keep Formatting Simple

## KRISTA GREGG GRAPHIC DESIGNER

**EDUCATION**

2005  
WESTWOOD COLLEGE  
CHICAGO, ILLINOIS  
BACHELORS OF APPLIED SCIENCE VISUAL COMMUNICATIONS

Related Courses: Introduction To Graphic Design, Digital Layout, Computer Illustration, Image Editing, Advanced Image Editing, 3D Modeling and Animation, Digital Editing, Advanced Digital Editing, 3D Design (Illustration), History of Graphic Design, On Screen Design, Print Design, Web Design, Computer Animation, Art History and Portfolio

2002  
FIRST LEYDEN HIGH SCHOOL  
FRENCH LAKE, ILLINOIS  
HIGH SCHOOL DIPLOMA

**PROFICIENT PROGRAMS**

ADOBE ILLUSTRATOR FINAL CUT PRO  
ADOBE PHOTOSHOP MICROSOFT POWERPOINT  
QUARKXPRESS MICROSOFT WORD

Related Courses: Multimediation

**EXPERIENCE**

2005  
WESTWOOD COLLEGE  
CHICAGO, ILLINOIS  
STUDENT WORKER-LIBRARY

2004  
WWW.INTHEROAD.NET/BOARD  
MESSAGE BOARD MODERATOR

Stratified and reworked out of library and general members locate information. Helped students open programs' Address



**Dwight K. Schrute, III**  
C/O SCHRUTE FARMS, MAIN STREET, HONESDALE, PA 18431  
(T) 570-555-1212 (E) DSCHRUTE@SCHRUTEFARMS.COM

**SUMMARY OF QUALIFICATIONS**

- Star salesman, beet farmer, bed & breakfast proprietor, aspiring freelance bodyguard, office building owner, and former assistant [to the] regional manager
- Able to vanquish customer resistance through physically imposing alpha-male traits and insatiable, merciless, jackhammer-like techniques
- 13-time winner of Salesman of the Month award in 2005 and Salesman of the Year
- Leader and mentor of underlings
- Expert in martial arts weaponry, paintball, and pre-industrial German

**PROFESSIONAL EXPERIENCE**

Dunder Mifflin Paper Co., Inc. A Division of Sabre, Scranton, PA 2005 - Present  
Sales Representative / Former Assistant [to the] Regional Manager  
Micro-cap regional paper and office supply distributor

- Close more sales with revenues totaling more US dollars than any other employee, past, present, and future (projected)
- Act as Regional Manager's eyes, ears, and right hand, overseeing and reporting on employee conduct, productivity, and arrival/departure times
- Instituted "Schrute Bucks" reward system, immeasurably raising office morale
- Serve as self-appointed enforcer of The Rules (Policies and Procedures Manual)

Schrute Farms, Honesdale, PA 1980 - Present  
General Manager (concurrent with Dunder Mifflin / Sabre role)  
A family-owned 60-acre (240,000-square-meter) working beet farm

- Manage operations at the #1 beet-related agritourism B&B destination in Northeastern PA
- Provide fine accommodations for beet enthusiasts in themed guest rooms representing "America," "Nightmare," and "Intimidation"
- Meet or exceed beet needs of local stores, restaurants, and roadside stands
- Facilitate recreational activities including but not limited to mature doge ball, fresh butter statue sculpting, and beet syrup and rum making

**EDUCATION**

Scranton University, Scranton, PA 1992  
Bachelor's Degree Business Administration GPA: 2.99987

**SPECIALIZED SKILLS**

able to do anything to close a sale and/or please high-ups  
resistant to germs, viruses, fungi, and most other health threats  
raise and lower own cholesterol at will  
innumerable to mention

Resume by Pango Resume (www.pangoresume.com)  
Media.com (Dwight Schrute), TripAdvisor.com (Schrute Farms), NBC.com (The Office)



**Stephanie Torta**  
www.littlefishdesigns.com | steffi\_estuff@yahoo.com

**EMPLOYMENT**

2003 TO PRESENT

**GRAPHIC DESIGNER | AUTHOR | PHOTOGRAPHER | WEB DESIGNER**

Freelance - Littlefish Designs - Acton, Massachusetts

- Established the identity, website, and business of Littlefish Designs for contract work including logos, flyers, book covers and inserts, t-shirts, posters, displays
- Created corporate identity logos along with additional branding marketing materials including the production of the program and marketing advertisements for 2006 Men's World Curling Championships
- Created, edited, and produced DVD eBook materials for Adobe InDesign CS4 and Adobe Photoshop CS4 published by Jones and Bartlett Publishers. The eBook DVDs are four-hours of self study step by step lectures using voice over narrators and so conscious including learning the respective program main menu, tools, and workflows
- Photographed events and scenes from world travel and still life for designs and web
- Designed and implemented Content Management System websites including www.maurowes.academy.com

2008 TO PRESENT

**ADJUNCT FACULTY | GRAPHIC DESIGN**

Emerson College | Boston University - Boston, Massachusetts

- Developed and implemented syllabus and lesson plans teaching basic graphic design to undergraduate and graduate students using Adobe InDesign, Photoshop, Illustrator and QuarkXPress
- Supported and guided students with diverse amount of experience to have basic proficiency in InDesign, Photoshop skills in image or revision, resizing and scanning, typography skills, page hierarchy and layout concepts and production and own press skills for commercial printing jackets, and posters and presencoc critiques on the projects
- Designed a flexible curriculum that integrates a wide variety of assignments to meet the diverse learning process and it is important to stay on track
- Instilled the importance of professional communication and presentation skills



**SARA**

**Sara Rohacik**  
138 Gamet Park Road  
Madison, CT 06443  
cell: 847-420-4666  
land: 203-245-1076  
sarah@homeart.com  
sarah@deviantart.com

**WORK EXPERIENCE**

November 2007- Present  
Graphic Designer, ScienceVision LLC, Madison, CT  
Designer of Posters, Brochures, and Mailing Pieces  
Receptionist duties

May-August 2003  
Assistant Manager, Eisenhower Gallery, Edgartown, MA  
Sold Painting, Sculpture, and Jewelry  
Took Inventory  
Packed and shipped artworks  
Hung artworks

February 2001-August 2004  
Martha's Vineyard Concierge, Edgartown, MA  
Cared for children ages one to twelve  
Greeted visitors at the airport

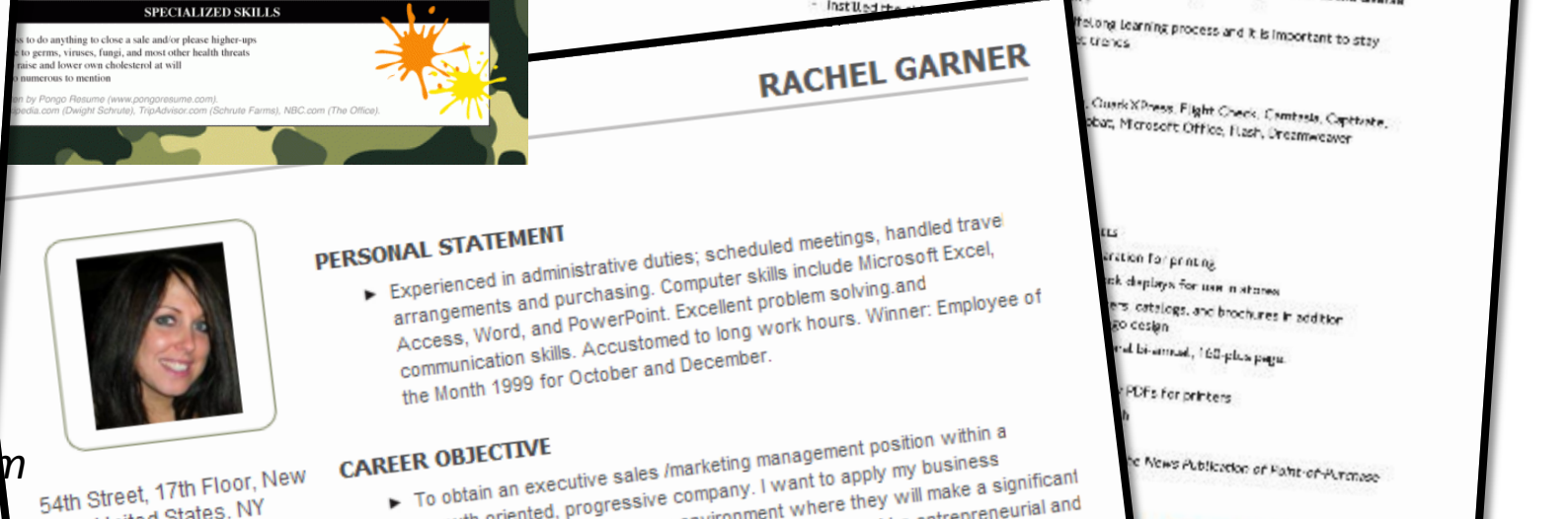
February 2000-August 2001  
Moshier Photo, Vineyard Haven, MA  
Made art prints, sold cameras and interfaced with public

**EDUCATION**

Graduated 2006  
The School of the Art Institute of Chicago, Chicago, IL  
Bachelor of Fine Arts with emphasis in graphic design, photography, and psychology

**PUBLICATIONS AND EXHIBITIONS**

2007 SAIC Undergraduate Exhibition (BFA Show), Gallery 2, Chicago, IL  
2004-2006 SAIC Creative Currents, Undergraduate Catalogue, picture page 59  
2002 Elderly Values, Open show at Cambridge School of Weston, MA  
2001 Body Parts, Home Gallery, 90 Old Farm Road, Chilmend, MA



**RACHEL GARNER**

**PERSONAL STATEMENT**

- Experienced in administrative duties; scheduled meetings, handled travel arrangements and purchasing. Computer skills include Microsoft Excel, Access, Word, and PowerPoint. Excellent problem solving and communication skills. Accustomed to long work hours. Winner: Employee of the Month 1999 for October and December.

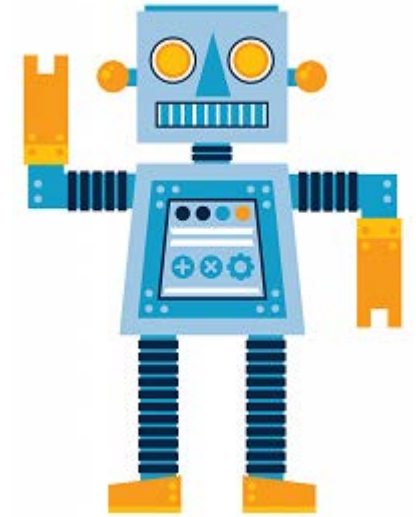
**CAREER OBJECTIVE**

- To obtain an executive sales /marketing management position within a growth oriented, progressive company. I want to apply my business skills to an environment where they will make a significant contribution to the company's success. I would be entrepreneurial and

54th Street, 17th Floor, New York, United States. NY

# **FAIL** #2. Do NOT use Career Objectives

- ❑ ATS DOESN'T CARE about your objectives *or how you want to apply your skills*
- ❑ **REALITY: it's about how the company needs you to apply the skills**
- ❑ ATS uses 'objectives' them as OPT OUT statements
- ❑ ATS sees them as a waste of space and will OPT YOU OUT of contention for the job
- ❑ ATS (& many recruiters) prefers the space be used for Qualifications
- ❑ Fill it up with ATS-friendly keywords like a **'highlight reel of your life'**
- ❑ **ATS enjoys seeing the space used for 5-6 short sentences**
  - ❑ Concisely present your achievements, major skills, or experience
  - ❑ ATS likes empty spaces to be filled with key words



**epic fail**

## Epic Fail Career Objectives:

- “Student today. Vice president tomorrow.”
- “I need a career on the Information Super Highway”
- “Pursue a challenging position with your rival firm”
- “I need money because I have bills to pay”
- “I would like to have a life, go out partying”
- “I need to please my hot girlfriend with gifts & have a menu entrée consisting of more than soup.”

ATS = Applicant Tracking System

**EPIC  
FAIL**

## #3. Don't make any spelling mistakes

- ATS recognizes spelling mistakes
- MISTAKES = INSTANT RESUME DEATH
- ATS loves to terminate you immediately because it has no idea what you are talking about
- Double, triple, & quadruple check resume spelling
- Have someone else spell check it
- ATS may forgive your grammar, but NOT spelling

*ATS = Applicant Tracking System*

Engineered new  
corporate facility \$3  
million over budget

Speak  
English and  
Spinach

Consistently tanked  
as top student  
engineer

Dear Sir or  
Madman

Hope to hear  
from your  
shorty

Seeking a party-time  
position with potential for  
advancement

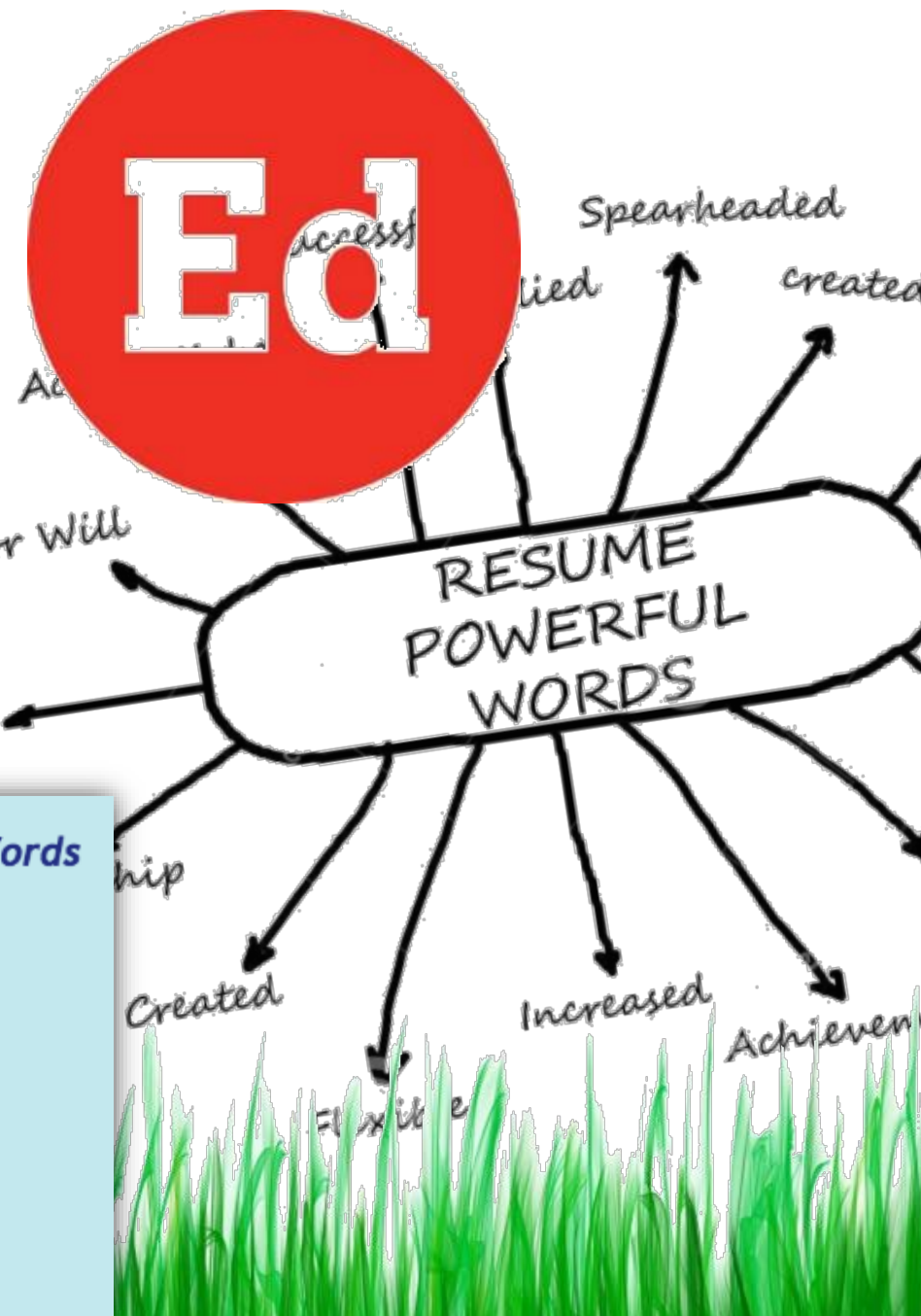
Revolved  
Customer  
complaints



# FAIL #4. No ED on your resume

ATS = Applicant Tracking System

- Your resume should tell a story of achievement
- Your resume should explain your story
- ATS likes to see movement, growth, and story flow
- ATS & RECRUITERS LOVE RESUME ACTION WORDS
- ATS likes to see resume power verbs sprinkled freely
- GOOGLE SEARCH: 'RESUME ACTION WORDS (Verbs)'
- ATS likes verbs that end in -ed

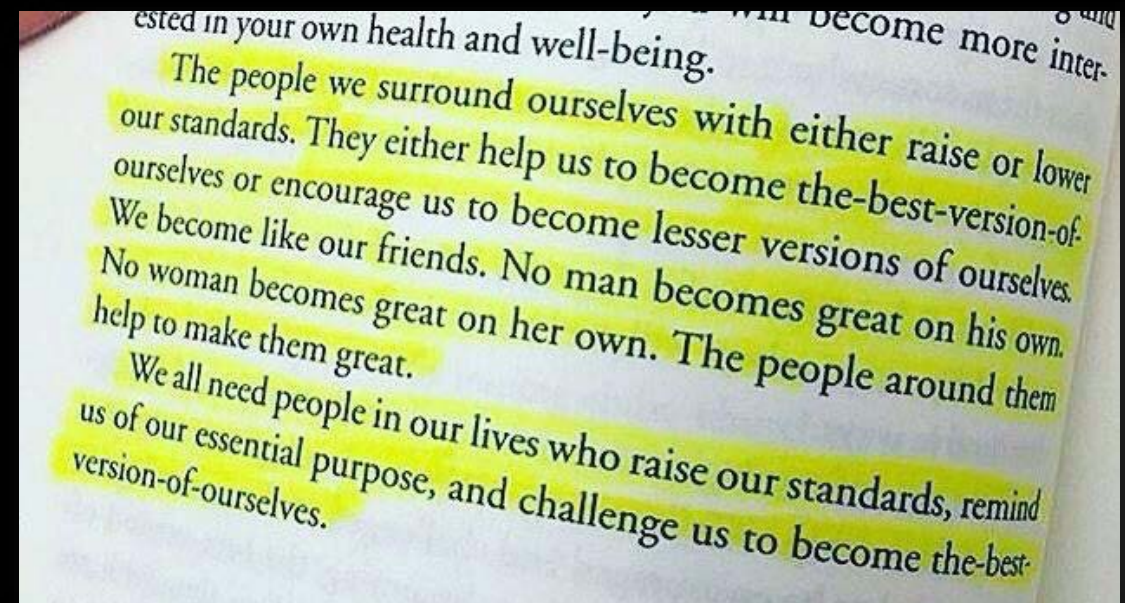


1. Developed	8. Budgeted	15. Directed	<b>Most Overused Words</b> Managed Proven Detail Oriented Results-Driven Team Player
2. Overhauled	9. Generated	16. Initiated	
3. Integrated	10. Process Involvement	17. Technical	
4. Implemented	11. Expanded	18. Customized	
5. Built	12. Launched	19. Liaison	
6. Resulted in	13. Financed	20. Business Partner	
7. Increased	14. Committed	21. Strategic	

**LIFE**  
**PRO TIPS**

**12**  
**THINGS**  
**THAT**  
**REQUIRE**  
**ZERO**  
**TALENT**

BEING ON TIME  
WORK ETHIC  
DESIRE TO LEARN  
EFFORT  
BODY LANGUAGE  
ENERGY  
ATTITUDE  
PASSION  
BEING COACHABLE  
TEAM PLAYER  
DOING EXTRA  
BEING PREPARED



# #5. Memory Lapse for Resume Gaps

- ATS recognizes memory gaps as errors or mistakes
- ATS loves to terminate your resume because you have a gap**
- BE HONEST:** If you have a gap on your resume you need to account for the time
- ATS & Recruiters are looking for red flags like this
- Don't embellish or falsify things – it may be exposed during background check
- I've advised people **it's OK** to leave off jobs in their work history
- Especially for jobs that were short-lived or unrelated to your main occupation
- Recruiters may look for discrepancies between your resume & your linked In resume
- Use the gap to explain how you were improving your career or life
- Be sure to have a good solid answer to explain your gap in the interview

**EPIC  
FAIL**

*Any interruption  
in employment is  
due to being  
unemployed*

*Career break in  
2015 to renovate  
my horse*

Job 3	March 2012 – April 2014
Job 2	February 2011 – June 2011 (5-month stint + 8 month gap)
Job 1	July 2009 – March 2010 (9-month stint + 10 month gap)

*becomes ...*

Job 3	2012 – 2014
Job 2	2011
Job 1	2009 – 2010

## #6. “I don’t have enough experience”

- Employers tell me I don’t have enough experience
- I know I don’t have the experience
- No one explained how to solve this equation
- REALITY OF YOUR SITUATION:**
  - What experience do you have that matches their job description?
  - What skills do you have that are transferrable?
    - What skills do you have that can be written onto your resume that matches their job description?
- BUT I REALLY DON'T HAVE ANY EXPERIENCE!!!!**
  - Ok, then start applying for internships
  - Keep doing internships, gaining experience and skills
  - Keep a log of every experience you gained at each job
- EXAMPLE: Friend with UNLV Eng. Lit degree:**
  - No experience, not even part time job
  - She did want to work as a school teacher
  - She did 1 year & 6 months of internships
  - In each job – she shined, never late, always volunteering for as many skills/experience
  - She wrote the skills into her log each week
  - Eventually landed a role as a web developer

**EPIC  
FAIL**



# **FAIL** #7. I don't know where I want to work

- START: by asking yourself what are your values?
- Do you want \$\$\$\$!, more time off to be with your family? Start a family?
- Do you need GREAT benefits like paid education to complete your Masters?
- Do you want to work for companies with poor morale or high morale?
- Do you want to work in industries that are dying or growing (cyber security)?
- REALIZE: 21.3% of avg. person salary goes to paying health care premiums

*21.3% of the average person's salary goes to paying health care premiums*



**EPIC  
FAIL**

## #8. Where to start looking for jobs

- You need to be realistic with yourself & skills
- You need to know your industry is dying or growing
- Know what is considered an entry level through experienced job in your industry
- REALITY: the first 2-3 years you will be gaining skills / experience
- Utilize Glassdoor.com for salary & morale research
- Utilize the web for industry research
- Utilize any job search website for research

**Top 50 Fastest-Growing Industries**  
Displaying Records 1 - 25 of 50

**The 10 Fastest Dying Industries In America**

**Dice**

**Apply for the jobs directly on the companies website (use monster for research purposes only)**

ENGINEERING JOBS ▾

### Entry-Level Nevada Jobs

57 JOBS

LOCATION

Carson City

TELECOMMUNICATIONS FIELD ENGINEER II

Las Vegas

JT3 LLC

3/16/2016

SOFTWARE ENGINEER

Las Vegas

JT3 LLC

4/18/2016

1. Regularly re-upload your RESUME to various job search sites, even if nothing on it has changed.
- 2. It pushes your resume to the top of pile**
- 3. Companies purchase resumes and cover letters, downloading them onto their own databases. They keep them on file, sometimes digging them up from the same database for years**



“Recruiters spend a lot of time on the job boards for **active** and *passively* seeking job hunters. The ones that are **modified (uploaded) recently**, and have the most recent visit to sites they see first”

# **FAIL** #9. Where are your specifics?

- ATS recognizes lack of specifics as a incomplete resume
- ATS loves to terminate you immediately because you lack specifics
- Always be specific on your skills and experience
- Never make generalized statements just to fill space
- Almost all of your information should specifically match their job description and never be generic
- Don't embellish or falsify things – it may be exposed during background check

*Worked  
in hotels*

*Worked  
with  
employees*

*Managed  
projects*

*Good with  
Microsoft  
software*



# FAIL #10. What's up with the clichés?

- ATS & recruiters dislike clichés – *avoid meaningless adjectives*
- DROP:** qualitative descriptions
- BE SPECIFIC:** highlight your coursework, years of experience, job-specific technical skills or quantifiable achievements instead.
- RECRUITERS LIKE TO GLOSS OVER THESE ITEMS:**
  - CUT OUT: 'creative' - it is an over used word
  - REMOVE: 'results-oriented' - description is subjective.
  - REMOVE: 'responsible for' - mechanical employee doing what he's paid to do, no more, no less
  - GET RID OF: 'guru' unless you're YODA!
  - REMOVE: 'excellent oral & written communication skills' – ignore my sp@lling mistakes

Results  
oriented

epic  
fail

influential  
leader

epic  
fail

Seasoned  
leader

epic  
fail

I'm responsible  
for ...

epic  
fail

I'M  
PASSIONATE  
ABOUT!!

# **FAIL** #11. Your Personal information is one hot mess

- ATS rejects resumes with missing or incomplete personal information can be rejected
- ATS can reject resumes with missing contact information, phone #s, or emails
- ATS does not want to see your photo on your resume
- Lock your facebook, Instagram, twitter accounts down
- Recruiters see your lifestyle on facebook **& it may scare them!**
- ATS does not like weird email addresses

Jeffshotgurlfriend@

LuvzBallin@

Abeautifulchik@

AHotVolleyBalldude4Sure@

I'D TURN BACK  
IF I WERE YOU!

**FAIL**

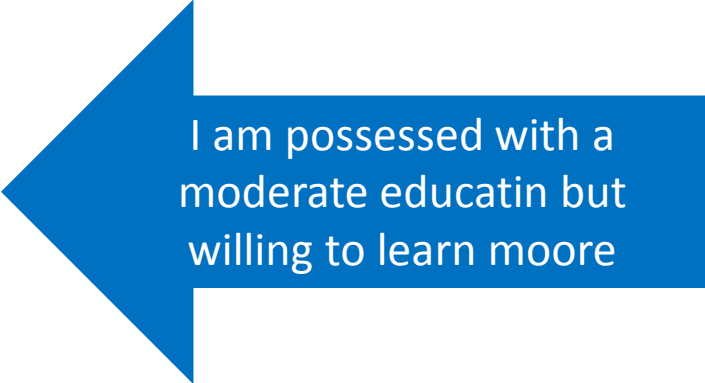


# Be careful with **LinkedIn!**

“I regularly see hackers pretending to be recruiters, pretending to represent a company, sending you an infected, malware pdf file, you complete it, and give them access to your computer”

# **FAIL** #12. Your education is one hot mess

- After graduation:** your education is your biggest marketing tool for landing a job
- RIGHT NOW:** Education section of your resume is the most important part
- ATS prefers education in reverse order – HIGHEST LEVEL GOES FIRST
- ATS ONLY LIKES GPA FOR RECENT COLLEGE GRADS:**
  - Once you gain experience then remove the GPA
  - If you did not finish your degree, then write in the amount of credits that you obtained.
- Don't embellish or falsify things – it may be exposed during background check
- Don't make it too general - highlight relevant coursework or certs
- Don't ignore dates - List the month and year of graduation as well as the institution.
- If you haven't graduated: list the anticipated graduating date.
- Ignoring these dates makes it hard for employers to connect your work history
- It creates suspiciousness for your gaps



I am possessed with a moderate education but willing to learn more



I have repeated courses repeatedly



I have a bachelorette degree in computers



# #13. Know how background checks work

- DON'T BE SCARED OF BACKGROUND CHECKS (employee verification)
- ALMOST ALL BACKGROUND CHECKS ARE NOW AUTOMATED (MINIMIZES LIABILITY)
- Background checks wont say you were fired or quit
- All they show is your dates of employment, how much you made and where you worked. **Background checks will say NOT say you were FIRED**
- Most popular verification service: The Work Number
- <https://www.theworknumber.com/>

**Conduct your own FREE BACKGROUND check by going to the Work Number Website**

## I'm a Verifier

I'm an **Employee**

I'm an **Employer**

I'm not sure

## Commercial Verifiers

Do you need proof of employment or income to grant credit? Do you need proof of employment or income to monitor your portfolio of loans? Do you want to check work history for a job candidate?



Enter Site

## Social Service Verifiers

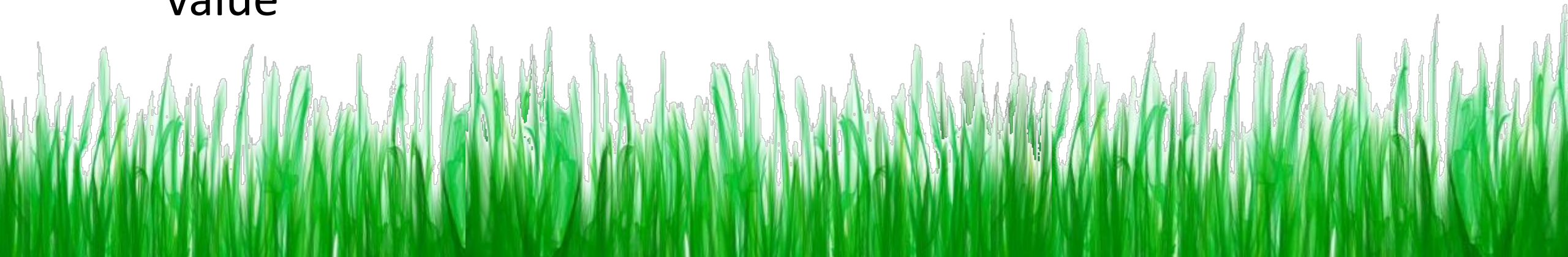
Are you a government agency looking for employment and income to determine eligibility for government assistance?



Enter Site

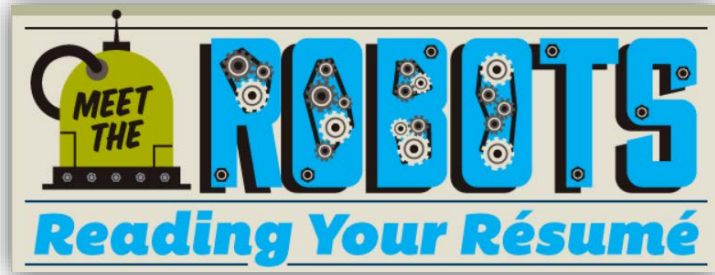


1. Regularly **go on interviews** and collect offer letters
2. Use the offer letters as reference to your actual or intrinsic value





*LET'S* PUT IT ALL *TOGETHER*  
& BUILD A RESUME



# SAMPLE

1. Keep Formatting Simple
2. NO Career Objectives, only summary of skills which is the key words from the job description
3. Personal information is not a hot mess
4. Education is not a hot mess
5. No resume gaps
6. No clichés
7. Lots of specifics
8. If you lack experience, go on internships to gain the skills

**John Smith**

5103 E Tropicana Apt 2012, Las Vegas, NV, 89119

(702) XXX-XXX

[jsmith@unlv.nevada.edu](mailto:jsmith@unlv.nevada.edu)

## SUMMARY OF SKILLS

**COPY-n-PASTE sections of the job you applying for HERE (customize it)**

Skilled using action verbs, which help tell your story. Utilized action verbs here that show movement and growth on your resume. Copy and paste sections of the job description here. If you lack the experience, then go on internships until something breaks

## EDUCATION

- **Master of Science, Mechanical Engineering, GPA: 3.6. Expected Graduation 2016. University of Nevada, Las Vegas.**
- **Bachelor of Science, Mechanical Engineering, GPA: 3.0, 2014. University of Nevada, Las Vegas.**

## WORK EXPERIENCE / RESEARCH

- **Graduate Assistant, January 2015 – Present, University of Nevada, Las Vegas.**
  - Presented and documented “**Mechanical Engineering and Artificial Intelligence**” UNLV Engineering Spring Seminar Series, Presented April 2015.
- **Student Teacher, August 2013-December 2014, University of Nevada, Las Vegas.**
  - Documented a report on “**Behavioral and User Entity Analytics using Skynet**” Published at the James Cameron University, Los Angeles, [Summer 2014](#).



# LIFE PRO TIPS



Important


- ❑ NEVER, **EVER**, EVER, EVER STAY IN A JOB **WHEN YOU ARE UNHAPPY**
- ❑ **DON'T RUIN** the work environment **FOR EVERYONE ELSE**
- ❑ **IF YOU ARE NOT PROMOTED** WITHIN 1-3 YEARS IN A COMPANY **LEAVE**
- ❑ WHEN YOU LEAVE YOUR JOB, **APPLY FOR JOBS 1 TO 2 LEVELS HIGHER**

**EXAMPLE #1: ENTRY LEVEL EMPLOYEES, APPLY FOR SUPERVISOR JOBS**

**EXAMPLE #2: SUPERVISORS APPLY FOR MANAGER JOBS**

**EXAMPLE #3: MANAGERS APPLY FOR DIRECTOR JOBS**

**EXAMPLE #4: DIRECTORS APPLY FOR VPs**



**“IF YOU DON’T DESIGN YOUR OWN LIFE PLAN,  
CHANCES ARE YOU’LL FALL INTO SOMEONE  
ELSE’S PLAN. AND GUESS WHAT THEY HAVE  
PLANNED FOR YOU? NOT MUCH.”**

**JIM ROHN**

**LIFE  
PRO TIPS**

