



## CAREER BOUND SUCCESS, INC.

### Top 7 Resume Writing Tips

Did you know that hiring managers spend an average of 30 seconds reading your resume?

Within that short period of time, your resume should convince managers that you are qualified for an interview.

Is your resume ready to pass the initial screening?

To write eye-catching resumes:

1. Tailor each resume - incorporate appropriate competencies that align with specific job descriptions
2. Create a resume headline and profile - summarize your experience and essential skills using key words to convey your strengths
3. List core competencies - include areas of expertise to clearly show your skill sets relevant to the job function and industry
4. Focus on your professional experience:
  - start each bullet point with a strong action verb that describes your accomplishments
  - quantify achievements whenever possible to emphasize your success
5. Create an education section - list degrees earned and certifications acquired to build credentials
6. Include professional affiliations and volunteer experience - list those that align with your target industry, giving you the opportunity to further discuss your competencies and strengthen your candidacy

### Job Search Strategies

Discover your competitive advantage by collaborating with Arlene Newman, President of Career Bound Success, and her team. We work with professionals, alumni, and college students providing them with skills to successfully land jobs!

With more than 20 years of Human Resources experience, we coach clients on resumes, interviewing, networking, personal branding, and negotiating competitive salaries.

### Jump Start Your Job Search

- [Career Exploration](#)
- [Resume Preparation](#)
- [Networking Skills](#)
- [Interview Training](#)
- [Salary Negotiation Skills](#)
- [On-Boarding Skills](#)

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7. Check for errors - always review your resume for spelling errors, grammar mistakes, and inconsistent formatting to create a positive impression

Remember, writing a great resume is a continuous process of reviewing, tailoring, and updating!

To learn more about other job search skills...[more](#)



**Set Up Your Free  
Consultation**

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