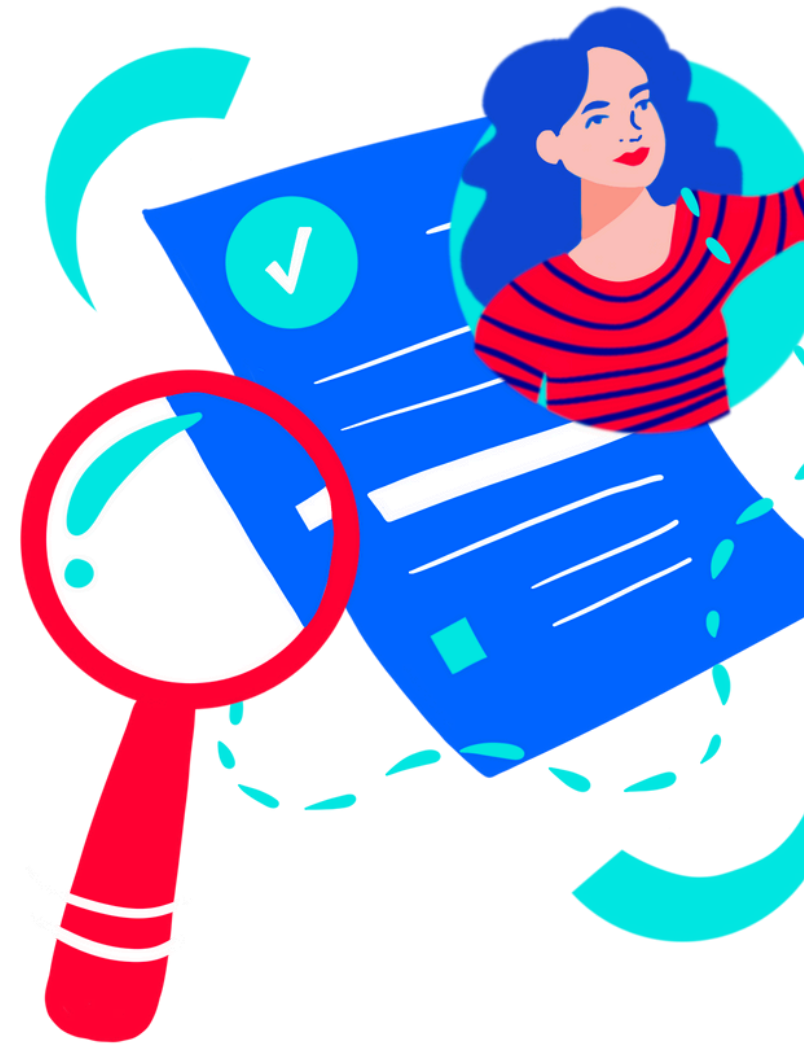




# Resume Template Guide



**Disclaimer:** This guide is designed to help you build foundational resume best practices.

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# Resume Best Practices



## Best Practices Overview

We recommend a **traditional chronological resume**, as it translates effectively with ATS (Applicant Tracking Systems) and to how employers read your resume. Unless requested otherwise, **always upload a PDF format**.

### Avoid these common resume mistakes to deter unconscious bias:

Graduation Year (unless currently attending)

Date of Birth

Sexuality

Education that is not applicable to the job

Full Address

Pictures

Career gaps without explanation

Personal Stories

Quotes

Previous experience older than 10 years

Religion/Scripture

SAT Scores

Resume with more than two pages

Grade Point Average

Information on references

Hobbies/Interests

# Professional Summary



## What is an Experience Summary?

A paragraph summary should include keywords you would use to describe yourself, along with a brief description of your experience and the job title you are targeting.

## Experience Summary Example

**Strategic, Decisive, and Results-Oriented Professional with Extensive Retail and Wholesale Management Experience.** With a holistic understanding of the **Development and Execution of Retail Strategies and Store Operations**, successfully identifies both **Short and Long-Range Sustainable Growth Opportunities**, translating into **Increased Sales, Improved Brand Awareness, Operational Efficiencies, and Customer Expansion. Builds Highly Motivated Teams** driven by a **Culture of Collaboration, Inspiration, and Team Engagement.**

### ChatGPT Prompt

Write a 3-4 sentence professional summary for my resume using strong action verbs with this text: (copy and paste your skills, professional experience, and education)

# Skills Section



## What is a Skills Section?

A skills summary should include both technical and soft skills acquired across your career. See the example below. The list can be shortened or expanded as necessary.

## Skills Section Example

**Project Management**

**Process Re-Engineering**

**Brand Strategy / Planning**

**Continuous Improvement**

**Problem-Solving**

**Relationship Building**

**Strategic Planning**

**Supply Chain Management**

**Customer Care**

**Business Development**

**Communication**

**Training and Development**

### ChatGPT Prompt

Provide a list of my top ten skills for my (targeted discipline) resume. (Copy and paste professional experience from resume with prompt)

# Professional Experience



## How Should I Format My Professional Experience?

For each experience, write **3-6 bullet points** describing your role in an organization, using quantifiable metrics if possible. Make sure to list your **Job Title, Company Name, City** and **State**, and the **duration of time you worked** at the company. Showcase your achievements with quantifiable information when possible. Otherwise, list your resume bullets in the format of:

**TASK** → What are/were you responsible to complete?

**TOOLS** → What tools, processes, software, techniques, or skills did you use to complete the task?

**RESULTS** → When you completed the TASK, what was the result? Can it be quantified?

For long-tenured positions where you held multiple roles, list them out in the format listed below. **Title**, then **years in that position**, with a **brief summary** of each role you held.

# Professional Experience



## Professional Experience Bullet Point Example

- Managed the development and implementation of customer sales strategies, including AEO and Hugo Boss. Accountable for gross sales of nearly \$20M (approximately 300 SKUs) and margin expansion across multiple departments and product categories.
- Account maintenance, assortment review, and expanded sourcing opportunities gained a 12% margin percentage increase in a challenging world environment.
- Analyzed business categories and item forecasts; increased inventory turns and decreased inventory levels by 20%.
- Unwavering commitment to customer service; re-established relationships with clients that have driven year-over-year sales and margin increases by providing a consultative solution-based approach.

### ChatGPT Prompts

**Disclaimer:** Use these prompts separately for each job because too much information can confuse the AI system.

#### Prompt #1

Rewrite my bullet points to show measurable achievements using strong action verbs for my (targeted discipline) resume. (Copy and paste your bullet points from your current resume one job at a time.)

#### Prompt #2

Write 3-6 bullet points using measurable achievements and strong action verbs for my (Job Title)

# Education Section



## How Should I Format My Education Section?

List your education and certifications in order of **most recent first**. Do not list your graduation year unless you are currently attending.

## Education Section Example

**University Attended – Degree Level & Specialization**

**Certification – Certification Specialization**

# Frequently Asked Questions

## **How do you show a career break on your resume?**

Create a bullet point and showcase your Career Break as a job title - in this, detail any or all of the professional development you undertook during this time. Also, highlight any relevant volunteer work or management of a household (moms returning to work).

## **How would I showcase freelancing or self-employed experience?**

You will want to give yourself a title for the work you did. Aside from that, showcase your experience holistically - meaning that if you did freelance work intermittently, show it as one continuous employment section.

## **For upskilling or certifications, how should I show the curriculum details or projects?**

You'll show the certification under the 'Education' section of your resume. Details for the curriculum or project(s) completed should be shown in line immediately under the certification title.