

How to:

Create a Show Stopping Resume

Brilliant Team

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Today's Overview

- Organizing Material
- Adding Temporary Positions
- Formatting and Layout

A Brilliant Blog – Check In with Jim

It's All About the Keywords—How To Build a Resume Recruiters and Hiring Managers Will Read

<http://www.brilliantfs.com/blog/check-in-with-jim/articleid/777/it%E2%80%99s-all-about-the-keywords%E2%80%94how-to-build-a-resume-recruiters-and-hiring-managers-will-read>

Example: Accounts Payable or AP or APC





Organizing Material

Getting Started

Header

- Name
- Address
- Phone number
- Email
- LinkedIn URL

Nicole Morande

555-555-5555

123 Main Street, Anywhere, PA 12345

resume@brilliantfs.com

www.linkedin.com/in/nicolemorande

Self Description

Tell an employer who you are and what you have to offer!

- Profile summary
- Skills/Core Qualifications
- Professional Experience
- Industries
- Education/Certifications



Source: Forbes Nov. 2014 "The Four Secrets of an Attention Getting Resume"

Your Professional Story

Outlining your roles

Focus on the most recent 10 years

Chronological order (newest to oldest)

Bullet your responsibilities

Be conscience of length



Adding Temporary Positions

You must add your temporary roles!

It is important to show growth and development in a role

Dates, time frames, past and present tense

Combining temporary positions

Listing employers

Example 1:

Temporary position layout

XYZ Company

Accounts Payable Clerk (Contract)

October 2015 – current

- Process daily invoices in a 3 way match environment
- Process weekly expense reports
- 1099 maintenance

Example 2:

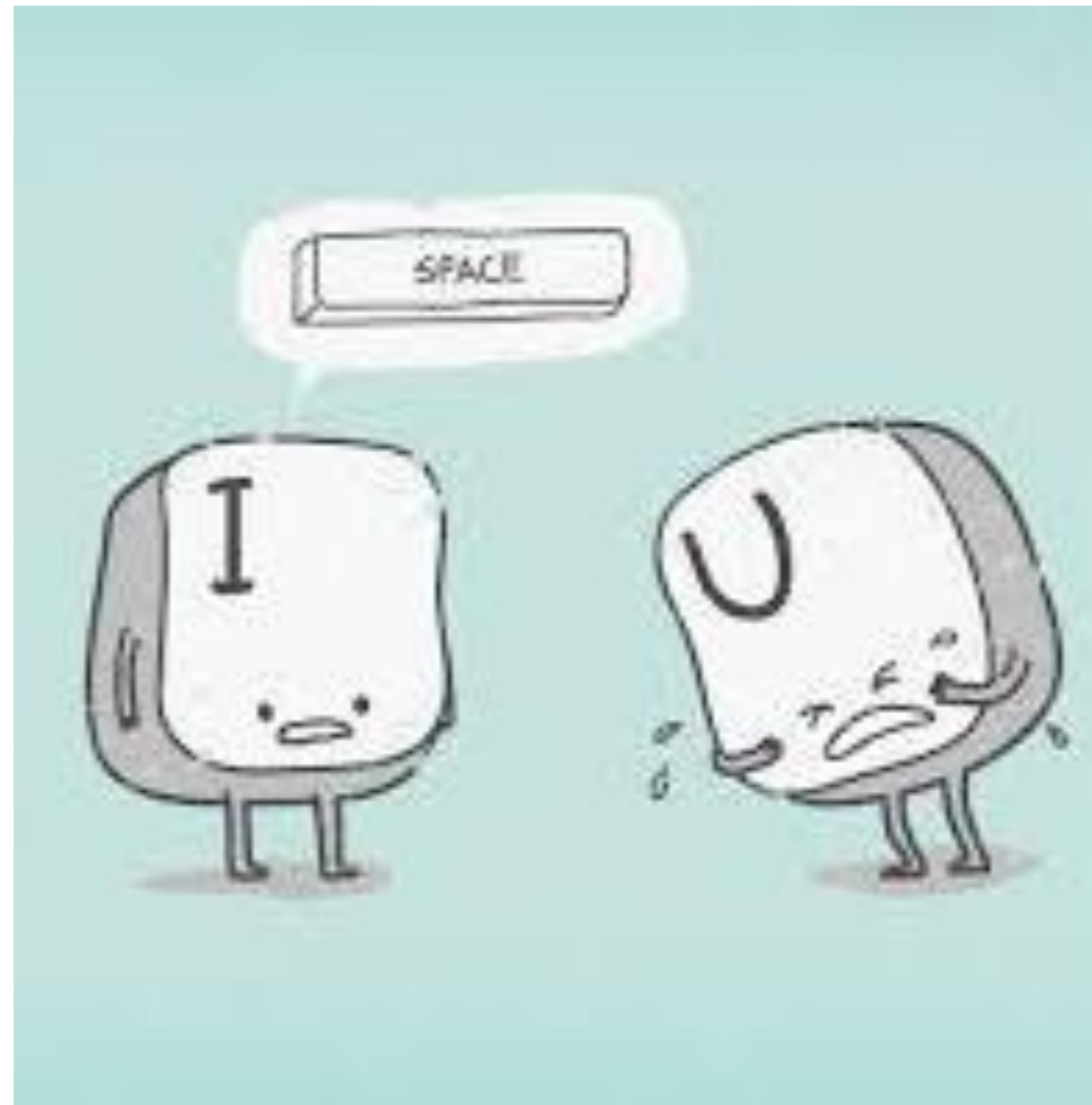
Combining temporary roles with the same firm

Consulting Engagements

(ABC, XYZ, AAA, BBB)

March 2013 – current

- Responsibility 1
- Responsibility 2
- Responsibility 3



Spacing and Layout

Format

Keep it to one page

Margins

Font choice

Keep it consistent

Layout of Resume

Header

Self Description

Core Qualifications

Job Experience/Internship Experience

Education

Skills/Awards

Recap

- Organizing Material
- Adding Temporary Positions
- Formatting and Layout



Q & A

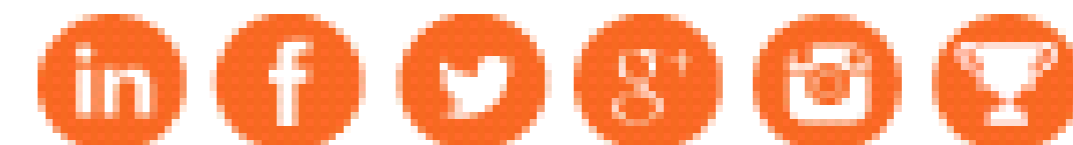
Wrap Up - How to: Create a Show-stopping Resume



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