



University of Phoenix®

PHOENIX

Creating a winning resumé starts by carefully considering the people (and computers) who will be reading it. First, this will often be an ATS, or applicant tracking system. Next, it's typically a busy HR recruiter with many other resúmes to consider. Finally, it may be your future boss — who wants to know you can actually perform the day-to-day work.

Summarize your qualifications

Clarity is kindness. The proper format can make it easier to skim and scan your resumé in seconds, not minutes.

Let your resumé be one to two pages, max. Unless you're in

Experience, Skills and Education. Put these in the order that leads with your most valuable assets.



There are many options for designing a resumé, both online & that's uncluttered and not overused.



Here's an outline of a resumé for an

And one for those who may be more

Summarize your qualifications

summary now, then adjust it after reading a job description.



Students can start with “Soon-to-be IT graduate” or other indication that you’re about to join (or rejoin) the workforce.



If the job description asks for someone who puts



Verbs like managed, wrote, built, led or completed are helpful ways to describe your experience and accomplishments.



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If you don’t have a lot of career experience, showcase what you learned in school. Most University of Phoenix courses leadership. Think about the courses you’re taking (or have taken) and include them.



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Job descriptions are an “ideal” the employer is seeking. Just because you don’t check all the boxes doesn’t mean you shouldn’t apply.

Employers will seldom hire a candidate based just on a great
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a response with your resumé, it can help to seek expert feedback.



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prove helpful. Show them the exact jobs you are targeting and
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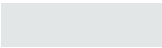
As an active University of Phoenix student, you have
access to _____ including resumé templates and
writing assistance.



RESUMÉ



City, State, ZIP | Phone | Email



RESUMÉ



City, State, ZIP | Phone | Email

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