

A decorative graphic consisting of four circles of varying sizes and colors (blue, gray, black, red) connected by a thin, light gray line that curves from the top left towards the bottom right.

Candidate**Services**

Resume

Resume Writing 101

STRATSTAFF

The included resume template is intended as a resource for you in your job hunt. Clarity and ease of navigation through your resume is extremely important. The included template has been designed with the eyes of the hiring manager in mind.

When writing your resume you might want to also consider the following:

1. What kind of font are you using? Choose clean, contemporary fonts like Arial, Century Gothic, Calibri, Cambria, or Times New Roman for professional positions.
2. Do you really need two pages for your resume? If you do, you do. If you're really reaching to get your resume out to two pages, consider your reader and condense it to one.
3. Quantify your experience! And be prepared to prove it. If you work in a performance-based industry and work in a performance-based profession, make sure you brag!
4. Proof your resume! When the competition is fierce, hiring managers spend most of their time disqualifying applicants rather than qualifying them. Misspellings, grammatical errors, and poorly formatted resumes just make it easy for a hiring manager to move on to the next application.

Example Template

Candidate Name

555 Main Street | Anytown, CO 55555 | 555.555.5555 | candidate@email.com

Objective:

Your objective should be short, specific to the position you are applying and should state clear intentions.

SKILLS

- Skill 1
- Skill 2
- Skill 3
- Skill 4

PROFESSIONAL EXPERIENCE

Position	Company	Month	Start Date	Completion Date
<ul style="list-style-type: none">• Position Highlight 1• Position Highlight 2• Position Highlight 3				

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<ul style="list-style-type: none">• Position Highlight 1• Position Highlight 2• Position Highlight 3				

Awards/Achievements:

This is a great place to brag about your professional, extracurricular or collegiate awards and achievements. Include any specific qualifying information such as dates, stats or figures that can further legitimize your experience.

OTHER EXPERIENCE (Optional)

If you have "other" experience that isn't specific to the target position and won't distract from your intended position.

EDUCATION

Degree	School	Year of Graduation
GPA (optional)		

Accomplishments: If you have any specific educational achievements this is a great place to list them.

*References available upon request