

Your Standout Resume Guide

Resumes That Get You Hired: Real Advice, Real Examples, Real Fast

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What Makes a Resume Great

A résumé isn't just a list of jobs. It's a **highlight reel** of what makes you valuable — not to you, but to **them** (the employer). Hiring managers spend **6–10 seconds** on your résumé. Want to stand out? Learn what they're *actually* looking for.

What Hiring Managers Seek:

- **Clarity** – Can I skim this in 6 seconds?
- **Relevance** – Does this match what I need?
- **Results** – Did this person *do* something or just show up?

The 3 Résumé Rules That Beat 90% of Applicants

1. **Write Like You're Telling a Story, Not a List**
 - Not: *"Stocked shelves and cleaned."*
 - Yes: *"Kept product shelves 100% stocked and clean, improving customer experience."*
2. **Start Every Bullet Point With a Power Verb**
 - Not: *"Responsible for customers."*
 - Yes: *"Served 40+ customers daily with a focus on speed and friendliness."*
3. **Show Results Whenever Possible**
 - *"Increased sales by 18%"*
 - *"Cut delivery times by 2 hours/week"*
 - *"Trained 3 new employees who are still working there today"*

 You don't need fancy job titles. You need **clear impact**.

Résumés That Fail Usually...

- Look like a wall of text
- List responsibilities, not results
- Use boring words: "Responsible for," "Worked on," "Helped with"

- Try to fit everything instead of the *right* things

Task: Résumé Self-Check

Ask yourself:

- What's the first thing someone sees?
- Would a stranger know what I'm good at?
- Did I prove I can get results?

Checklist: Résumé Must-Haves

- ☒ 1-page (unless senior-level)
- ☒ Clean, readable design
- ☒ No spelling mistakes
- ☒ Each bullet starts with an action verb
- ☒ Tailored to a real job (not generic)

Step-by-Step Resume Walkthrough

Objective

This guide helps you build a compelling résumé that emphasizes clarity, impact, and alignment with job opportunities. A well-organized résumé makes a strong first impression.

Here's a recommended structure:

1. Contact Information

- Full Name
- Phone Number
- Email Address
- LinkedIn Profile or Personal Website (if applicable)

2. Professional Summary

A concise 2–3 sentence overview highlighting your key strengths, experiences, and career objectives.

3. Skills

List relevant skills tailored to the job you're applying for.

4. Professional Experience

- Job Title
- Company Name
- Dates of Employment
- Bullet points detailing your responsibilities and achievements

5. Education

- Degree(s) Obtained
- Institution(s) Attended
- Graduation Year(s)

6. Certifications & Awards (if applicable)

- Certification Name
- Issuing Organization
- Date Obtained

7. Projects or Volunteer Work (if applicable)

- Project Title
- Role
- Brief Description and Outcomes

Section 2: Crafting Impactful Bullet Points

Instead of merely listing duties, focus on achievements and contributions.

Use the CAR method:

- **C:** Challenge – What problem did you face?
- **A:** Action – What steps did you take?
- **R:** Result – What was the outcome?

Example:

Before:

- Managed customer inquiries.

After:

- Resolved an average of 50+ customer inquiries daily, improving satisfaction scores by 20%.

Section 3: Tailoring Your Résumé to the Job

Customize your résumé for each application:

- **Analyze the Job Description:** Identify key skills and qualifications.
- **Match Your Experience:** Highlight relevant experiences and skills that align with the job requirements.
- **Use Keywords:** Incorporate industry-specific terms to pass Applicant Tracking Systems (ATS).

Section 4: Tools & Resources

- **Notion Templates:** Utilize pre-designed résumé templates to structure your content effectively.
- **Action Verb Lists:** Enhance your bullet points with dynamic action verbs.
- **ATS Checkers:** Use tools to ensure your résumé is optimized for Applicant Tracking Systems.

Section 5: Final Checklist

Before submitting your résumé, ensure it:

- Is free from spelling and grammatical errors.
- Is formatted consistently and professionally.
- Clearly showcases your value and achievements.
- Is tailored to the specific job you're applying for.