



WRITING AN EFFECTIVE RESUME

A guide for Room Fellows on how to write a mouth-watering resume



THE ROOM

“

One page of the
resume **is** enough to
get a job
opportunity. It's not
about quantity, it's
about quality!

”

Writing an Effective Resume

This guide serves to guide you through writing an effective resume. Your resume is one of the tools that will help you get noticed by recruiters. To ensure that your resume is sexy enough for the Applicant Tracking System and recruiter this section shares information on optimising your resume through tips and templates to increase your chances for interview selection. Before you get started, have your resume open and on standby. As you go through the content edit and tweak your resume.

Resume basics

Learn to structure a clear, concise, well formatted **1 - 2 pages** resume. It sounds like its impractical and not realistic to package all your achievements, qualifications and skills in one page right? It's very possible. The next question you probably have is which content do I prioritise? Before thinking about the content, how is your resume structured? Is it aesthetically pleasing? Here is a [template](#) you can use.

Passing the Applicant Tracking System

Applicant Tracking System (ATS) is a software application that some companies use to handle their hiring and recruitment needs. ATSS act as a filter, parsing every resume submitted and forwarding only the most relevant, qualified job seekers to a hiring manager or recruiter. That's the resume-scanning technology you've probably heard about.

Question: Why is it important to make your resume ATS Friendly?

Answer: Did you know that 70-75% of CVs get screened out by the system?

Your aim is to be part of the 25-30% that gets to the hiring manager. Here are some quick do's and don'ts for you to beat the ATS:

1. Apply for roles you are only qualified for. Don't apply for tons of unrelated jobs with the same company unless you possess the necessary qualifications and experience.
2. Include the right keywords. Any ATS is programmed to "read" a resume in the same way that a person would do: It's scanning for key pieces of information to find out whether or not you're a match for a job opening. Apply the keywords in the job description especially the hard skills and apply the keywords in the right context in your resume.
3. Choose the right file type. While PDFs are best at keeping your format intact overall, the .docx format is the most accurately parsed by ATSS. So if you want to get past the ATS, use a .docx file. If the listing asks for a certain file type, use that specific format.
4. Do not include any fancy formatting such as images, tables, logos, no headers and footers and uncommon section headings. Fancy templates get scrambled.
5. Find more tips [here](#).

Now that you have the structure and tips on beating the bots there is your resume checklist on the next page to guide you through completing and editing your resume.

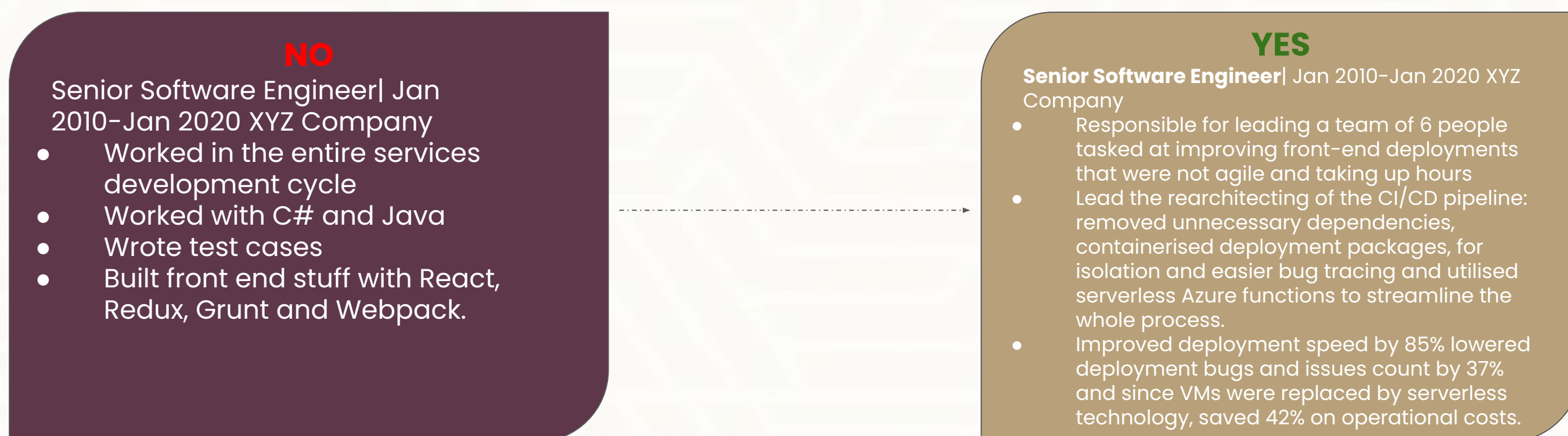
Resume Sections

Resume Section	Items to include
Personal details	Your name, nationality, phone number, email address, address and LinkedIn. Do not put this information in the header section of your document.
Summary	The professional summary/resumé statement is the first piece of the resumé that the recruiter/HR Manager will get to look at while skimming through your resumé. The main goal of this section is to “demonstrate the job seeker’s unique value through their skills and accomplishments.” Keep it short, sweet and simple! Here is an example: <i>“Expert communicator with 10+ years of experience dedicated to community development and advocacy within the field of education”</i>
Education	If you do not have much experience you should put your education at the top. If you have extensive experience you can put your education at the bottom. Required Details: University name, Degree/Program, Graduation date and Relevant Coursework. Choose 5–8 most relevant topics that speak to the position you’re applying for.
Work Experience	Your work experience should be in reverse chronological order starting with the latest work experience. Make sure to include relevant experience and correct dates and locations for each one. Please find more information on work experience descriptions on the next page. Include any achievements you had in these roles as well.
Extracurricular Activities/Leadership and Achievements	If you do not have much experience you should put your education at the top. If you have extensive experience you can put your education at the bottom. Required Details: University name, Degree/Program and Graduation date and Relevant Coursework. Choose 5–8 most relevant topics that speak to the position you’re applying for.
Skills	The skills section of your resume should highlight some of the current talents and abilities you possess that deem you fit for the specific position you are applying for. Please note that this section is not static and will change accordingly. For most resumes, this section ought to be a combination of hard skills i.e graphic design, programming, etc. and some soft skills.
Interests	The interest section is usually included as a way of adding a personal touch to the resumé; this section could also potentially be used as a conversation starter during the interview stage of the recruiting process.
Languages	The languages section is not only impressive to the recruiter and a requirement to many different jobs but also shows the ability one has to adapt to different environments.

Describing your work experience

How do I describe my work experience?

This is a very critical question. Do not just list responsibilities as if you copied and pasted the job description. Use the Challenge Action & Result [framework](#) to describe your experience. Use quantifiable metrics to showcase your achievements. Here is an example of a bad work experience description and a good work experience description.



Additional Tips as you finalise your resume:

- Focus on having an [achievement focused resume](#) rather than a task based resume. Here is an [additional resource](#) with role examples.
- Have a master or generic resume but **tailor it** for the job application at hand.
- Use your LinkedIn to cover your generic work experience and other experience you have under your belt and make sure there is consistency across how you are portraying yourself
- A 1 panel or 2 panel resume is easiest for the human eye (and ATS to parse). The human eye typically reads from LHS to RHS, focusing on the TOP-LHS quadrant then the TOP-RHS quadrant. You want your key info here.
- Your margins, bullets, font-sizes and indentations should be clean and consistent. Readability is king!
- Use font size 12 and stick to a universal font like Arial, Helvetica, Times New Roman, Garamond, Georgia, or Cambria.
- Relevant keywords increase your chances of selection by the ATS software and recruiter. Omitting key words from the job description increases toss-ability of your resume.
- You will be grateful to this last point should you reach the interview stage_remove details or information you cannot explain.

LinkedIn Profile Building

- [Basics of creating a LinkedIn profile](#)
- [Creating a High-Impact LinkedIn profile](#)
- [All Star LinkedIn Checklist](#)

Checkout:

Is your resume recruiter ready? Test your resume for strong [action verbs](#) and descriptions. Take it through this [JobScan](#) or [Targeted Resume](#) to find out if it matches your ideal job.

Activity

Hopefully you have applied all the tips above and your resume is ready to catch the attention of recruiters. If you are feeling confident that your resume is ready submit a PDF format resume to tmadungwe@theroom.com for review.

**We are here to support you on your
professional journey!**



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