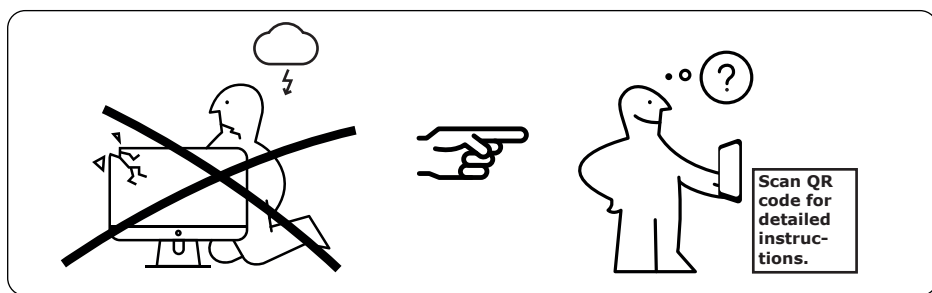
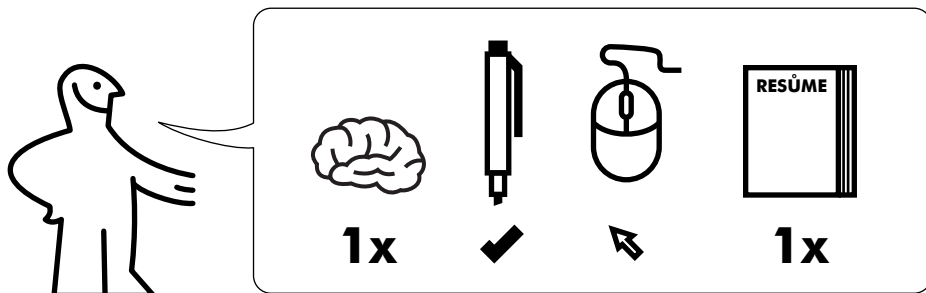


Assembly Instructions



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Design and Quality
by KICKRESUME



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IT'S FREE FOR STUDENTS.**

**We've already helped more than 1,300,000 job
seekers get hired at companies like Google,
Apple, and SpaceX.**

**This is the simplest resume guide you'll ever
find: It's only 7 steps and mostly pictures.**

BEFORE YOU BEGIN

ADOPT THE RIGHT MINDSET

Don't try to "sell yourself". Instead, try to understand what problem your future employer is trying to solve. Your resume should explain how you can help them solve that problem with your skills. In the end, your resume shouldn't be about you. It should be about your potential employer.

DO YOUR RESEARCH

Try to learn as much about each employer as you can. Use websites like Glassdoor, LinkedIn, or even check their company website. This will help you understand their company culture, tailor your resume exactly to their needs and expectations, and ultimately land the job you want.

WRITING

BULLET POINTS

Bullet points will help you structure each section of your resume into logical parts. They'll also make your resume easier for recruiters to navigate and find the most important keywords. What's more, it's hard to overdo it with bullet points. Whatever you do, they'll probably make your resume better.

USE ACTION VERBS

Most buzzwords tend to be adjectives. They tell the employer what you believe yourself to be. Unfortunately, employers aren't as interested in who you are, as they want to know what you can do. Action verbs do just that — tell them what you did. These are words like *achieved*, *contributed*, *increased*, *solved*, *implemented*, etc.

SHOW, DON'T TELL

Don't just tell employers about how you have the necessary skills. Show that you have them by describing how you successfully used those skills in the past. In other words, use your resume to write about your past achievements, not just your responsibilities.

6 SECONDS

Remember, most recruiters only spend about six seconds on each resume before they decide whether it's worth their time or not. Try to remove any information that doesn't pertain to the job you're applying for. Make sure your strongest points are immediately visible.

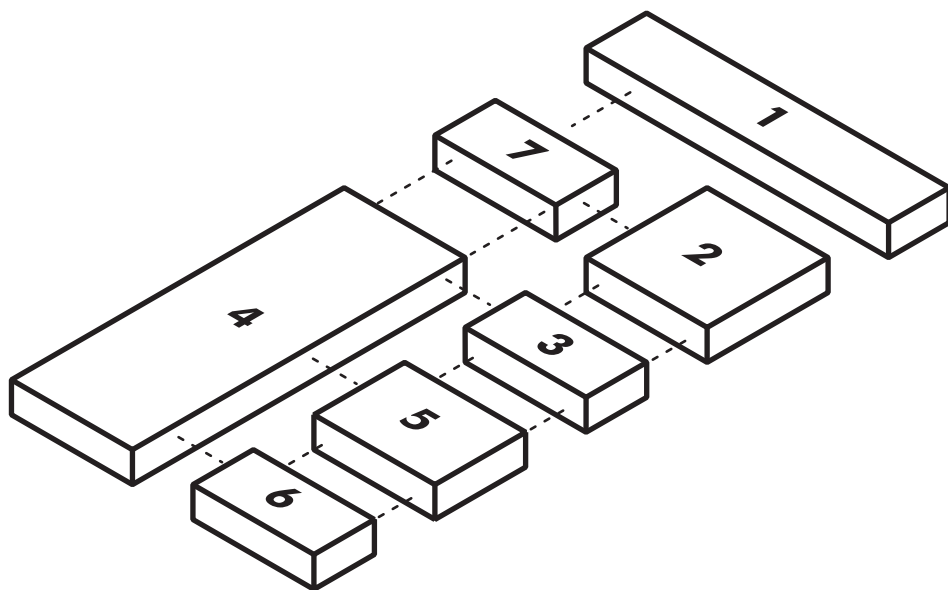
AVOID BUZZWORDS

Everybody is flexible. Everybody is a hard-worker. The point is: If you don't want to be taken for a cliché, don't use cliché words. Try to find your own words to describe your skills and achievements. Or, even better, describe them in the words of your potential employer. You can find out what they're in the job advertisement.

MORE KEYWORDS

Keywords are specific or original words that best describe the job you're applying for. Carefully reread the job advertisement and try to identify these words. Not only will these words help you persuade an employer that you have what it takes, they'll also get your resume through various ATS (applicant tracking system) scans.

FINAL PRODUCT



FINAL TIPS

PROOFREAD IT

Once you've finished writing your resume, ask a friend to proofread it for typos and grammatical mistakes. If you don't have any friends, you can use our proofreading service at kickresume.com. Remember, typos are the wrong possible offense in job search. It makes recruiters think you have no attention to detail, or worse, that you're not at all serious about getting hired.

ALWAYS FOLLOW UP

If you don't receive an answer within several days of submitting your resume, don't hesitate to send a follow-up email to remind the company about your application. That is, unless they have given you a specific date when they would get back to you. Then wait. Anyway, you can't go wrong with saying hi. Persistence is key.

ONE PAGE IS ENOUGH

As a fresh graduate, you certainly don't have enough experience to justify a two-page resume, let alone a three-pager. Remember, don't waste employers' time, as it makes them angry. There are always ways to make your resume a bit shorter. Try a different resume template. Delete unnecessary information. Change the wording of your sentences.

IF YOU WANT IT, ASK

Don't wait until your dream company lists an open job position on their website. If you want to work for them, send them an email. Most companies are always on a lookout for new talent, they just rarely say it out loud. Remember, in the end you have nothing to lose if you ask.

1 CONTACT INFORMATION



photo

1x



name

1x



web

1x



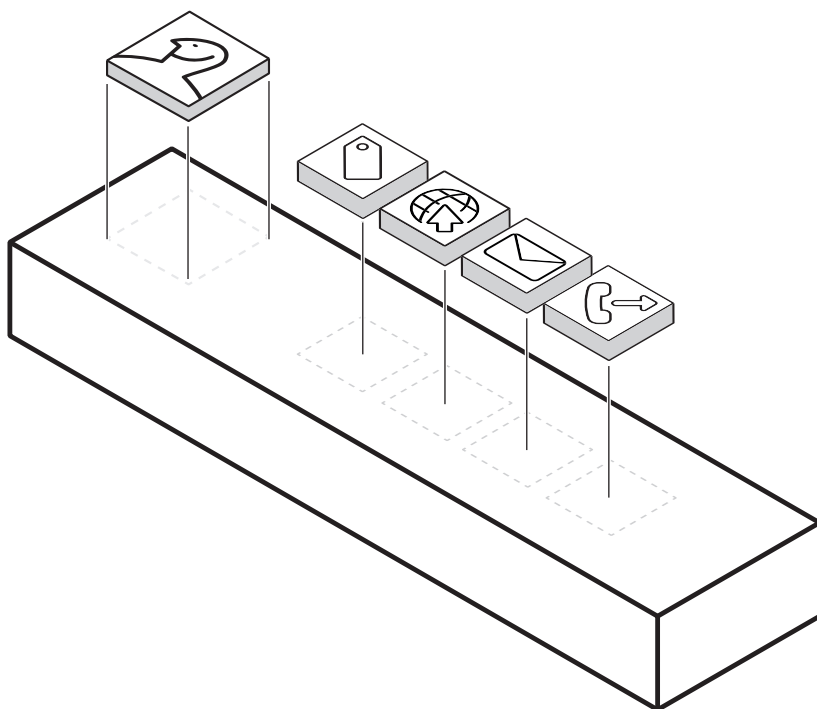
email

1x



phone

1x



In some countries, you shouldn't include a photo. If you do, make sure it looks professional.



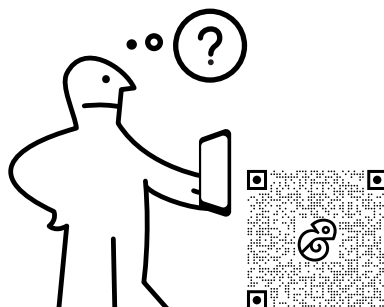
Use a professional email address: name.surname@mail.com.



Don't forget the international calling code.



A personal website, social media profiles, or a portfolio.



2 EDUCATION



school

1x



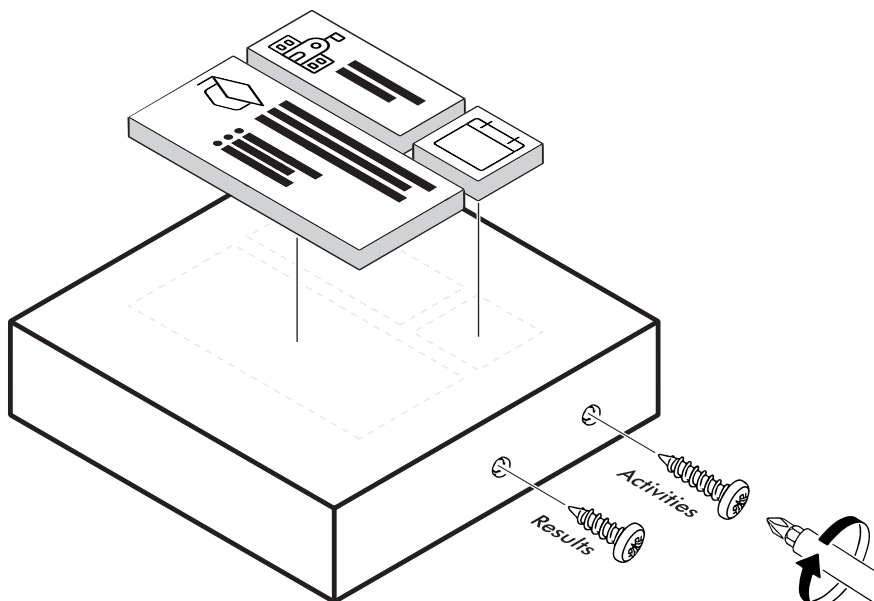
date

1x



course

1x



Don't forget!



If you have yet to graduate, include the expected graduation date.



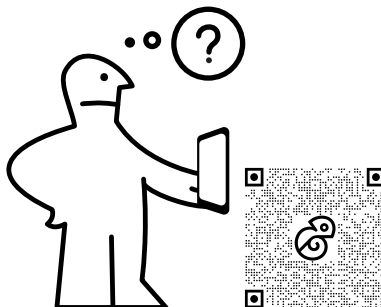
Academic achievements.

Don't forget to mention scholarships, academic awards, publications, or even your thesis, if it's related to your desired job.



Extracurricular activities.

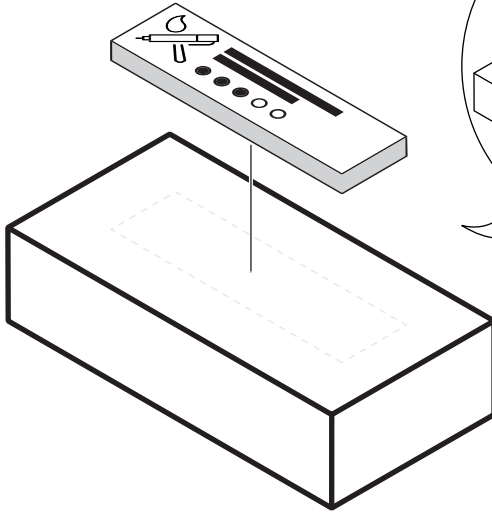
Include committee memberships, student societies and clubs, or other relevant extracurricular activities.



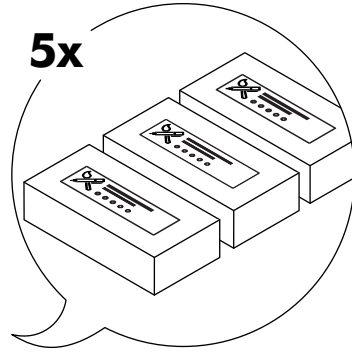
3 SKILLS



5x



5x



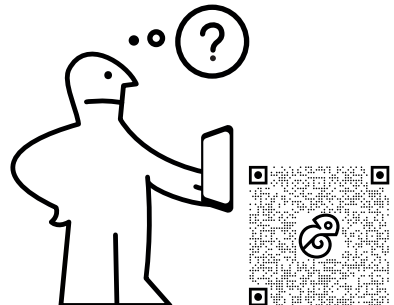
The number of skills depends on the candidate and the position

Include a skill if:

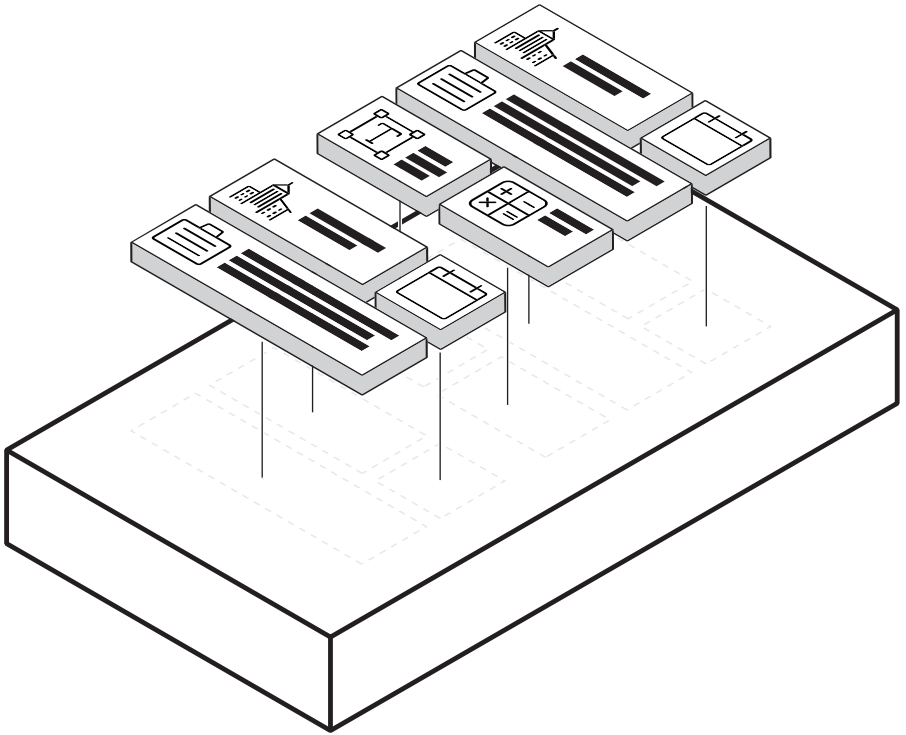
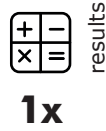
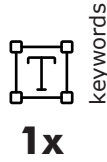
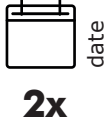
- You have it.
- It's in the job advertisement.
- It can help you bring more value to the company.

Don't include a skill if:

- You don't have it.
- Everybody should have it.
- It has nothing to do with the job.
- It's as obsolete as a floppy disk.



4 WORK



Quantify results.

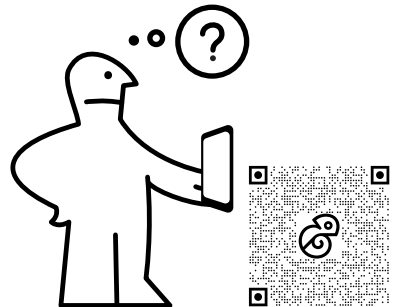
Translate each of your achievements into numbers.

Stay relevant.

Carefully reread the job advertisement. Emphasize any experiences that show you have the skills mentioned there.

Be specific.

Describe your past experiences in detail. Don't limit yourself to a single sentence or two. Give your future employer a clear idea of your abilities.



5 VOLUNTEERING



project

1x



date

1x



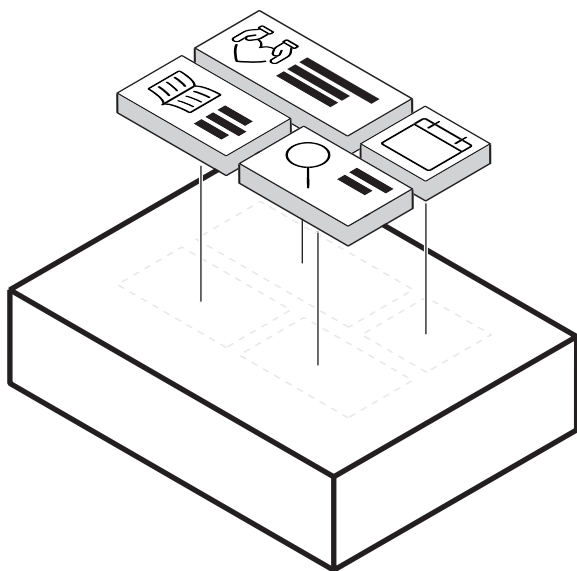
details

1x



results

1x



As valuable as paid work.

41% of hiring managers consider volunteer work as valuable as paid work. It speaks volumes about your character.



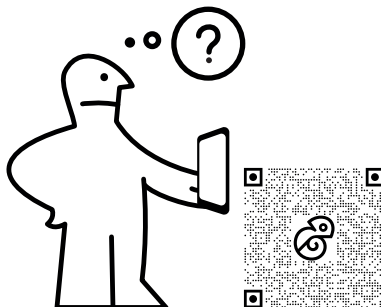
List your responsibilities.

In a regular job, your job title says it all. Volunteer jobs are usually less clearly defined.



Describe what it taught you.

Explain in detail how your volunteer experience helped you acquire skills necessary for the job.



6 HOBBIES



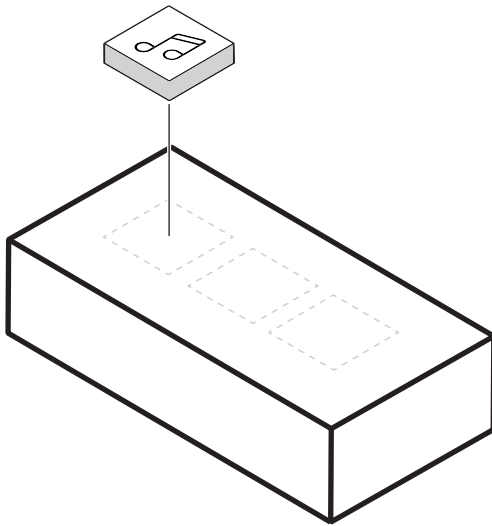
1x



1x



1x



Be specific.

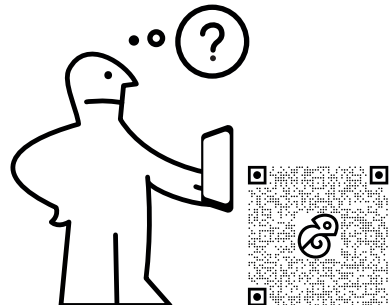
Don't say that you like music. Everybody does. Explain that you work as a DJ, play in a band, or dance in a dance group. Employers like to see results of your activity, not just your interests.

Stay relevant.

Prioritize those hobbies that fit with the culture of the company that you want to join.

All in moderation.

Be specific but keep your hobbies section short.



7 PROFILE



intro

1x



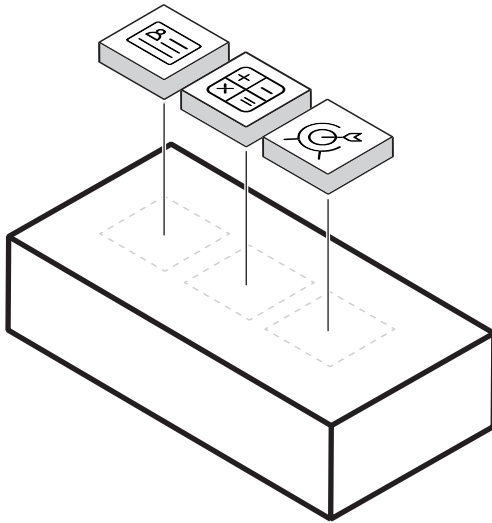
results

1x



goals

1x



Introduce yourself.

For example: "University of St Andrews graduate with a degree in English and Spanish."



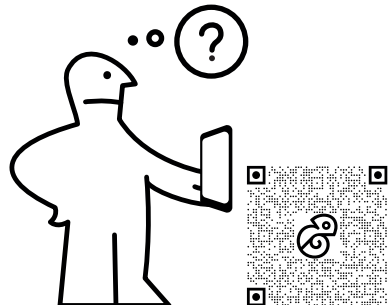
Emphasize achievements.

Do you have any achievements that could impress your future employer?



State your goals.

Show that you've already been working on achieving your goals. If you can't do that, you can at least tell your potential employers what they are.





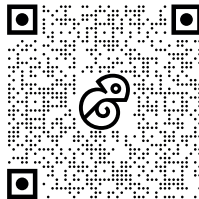
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