Dear Janna,

8/27/2020

Thank you for choosing Nexxt for your resume critique. In our years of operation, we've learned what employers are looking for in job-seeker resumes. We've also learned how job seekers can showcase their skills and qualifications while avoiding mistakes that could hurt their chances for employment.

Our goal for this critique was to provide you an honest, direct assessment of your current resume. By using an intelligent program that we created, we have scored your resume based on an evaluation of its content, structure and other key factors. Your resulting score is located in the upper-right corner of this page.

After evaluating your resume, we believe it needs some improvement to pass the 30-second test and avoid falling victim to some of the latest screening techniques being used by employers. Your resume should make hiring managers want to read more about you. It should show why you would be a great employee and create excitement about your skills and qualifications.

Your resume doesn't miss the target by much, but we suggest seeking professional assistance to improve your aim. A professional resume writer can showcase you as a prime candidate, help you stand apart from the hundreds of other applicants, and help you land your next interview. At the bottom of this 2-page critique you will find detailed information on our resume writing service.

Here is some specific feedback regarding your resume:

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As a professional it is imperative to demonstrate that you can make an impact in any organization. By writing a resume that effectively depicts your skills and experiences, you can quickly get the attention of hiring managers. Writing a resume that gets you noticed takes skill and experience. Your resume needs to demonstrate that you can be a major contributor and add to the bottom line and it needs to compel them to continue reading.

**THE CONTENT OF YOUR RESUME**

* Your resume lacks an objective statement, which employers expect to see on the resumes of candidates with only a few years of experience. An objective statement is important in setting the tone of your resume and providing a clear, concise summary of your professional goals. Without an objective statement, if an employer chooses not to read your cover letter your resume can appear ungrounded.
* Unfortunately, your existing resume gives the impression that you are a "doer" and not an "achiever." Too many of your job descriptions are task-based and not results-based - telling what you did, rather than illustrating what you achieved. Employers and recruiters are looking for results-oriented resumes that help them envision how you could be an asset to their organizations. Your resume needs to show how you've made a difference or exceeded expectations, preferably with quantifiable information or data.

**THE STRUCTURE OF YOUR RESUME**

* The structure of your resume is lacking in organization and consistency, which will hurt your chances of getting contacted for an interview. Hiring managers spend literally seconds on a resume before deciding whether to explore it further or move on to the next. You want to make it easy for them to quickly scan and digest the content within each section.
* It looks like your resume could use more bullets in certain sections. Three to six bullets is the ideal number for your most recent jobs, while one to three will suffice to summarize earlier positions. Each one should be brief and descriptive, to convey information quickly and effectively. To help you focus on the most important information, make sure your bullets are results-based, highlighting what you achieved as a result of what you did.

**ADDITIONAL POINTERS ABOUT YOUR RESUME**

* Based on your industry and your level of experience, the length of your resume appears to be right in line with your competition (***your resume is about 485 words***). While it is important to have the correct spacing for margins left/right and top/bottom, it is equally as important to have that good balance of content for the reader.
* Nice job, you have listed your work experience in the right order (reverse chronological), with your most recent experience first. You should also try to qualify and quantify your past accomplishments whenever possible to give them greater impact.
* We did not find any personal pronouns in your resume. Nice job. Personal pronouns (I, me, my, etc.) should be avoided as they are not necessary and may be a bit awkward. In fact, many recruiters and hiring managers consider it incorrect and unprofessional.
* We noticed that you are not completely consistent in your resume with your verb tense. It is very important to pay close attention to your use of past and present tense. Mixing the two is confusing and can make you appear unprofessional. It also shows a lack of attention to detail which will be a red flag for employers considering you for an open position.
* Good job, the email address that you are using appears to be suitable for your job search. Your email address should be professional so that it does not raise any flags with hiring managers.

**OUR RECOMMENDATION**

To reiterate, we believe that your resume could do a much better job of selling hiring managers on your value as a potential employee. We are concerned that your skills may be overlooked. In today's extremely competitive job market, you need to win over hiring managers quickly and convincingly. Without some overall improvements, your resume probably won't generate the attention it deserves.

We'd be happy to help you create a better resume. Through our professional Resume Writing Service, you will work with a professional resume writer, who can help you perfect your resume and showcase your distinctive skills and qualifications. Your writer will be chosen based upon your industry and experience. They will provide expert help in choosing keywords for your resume so it will resonate with hiring managers instead of falling victim to some of the latest screening techniques. All in all, we feel we can help you get through the gatekeeper and be called for more interviews.