

Craft a resume that gets you noticed

Your resume isn't just a laundry list of jobs and responsibilities – it's a powerful marketing tool, and the product is YOU! To make a strong impression that clearly demonstrates your value, your resume needs to effectively communicate your skills and experiences in a way that resonates with an employer's needs. The following best practices will help you craft a compelling resume that gets noticed, increasing your chances of being invited to interview.

Use the X-Y-Z formula

To make your achievements stand out, use the X-Y-Z formula. This technique helps you structure your accomplishments to clearly showcase your impact. Here's how it breaks down:

- **X stands for your Accomplishment or Action:** What did you specifically do? What was the task or project?
- **Y stands for the Quantifiable Result:** What was the measurable outcome of your action? Use numbers, percentages, or concrete data to show the impact.
- **Z stands for the Method or Skills Used:** How did you achieve this result? What specific skills or steps did you take?

By framing your experiences this way, you provide employers with evidence of your capabilities that makes your resume stand out. Here are a couple examples of the X-Y-Z formula in action:

