FREE RESUME GUIDE

Grab your FREE resume guide and take the first step towards unlocking your dream job

A big big thank you!

If you are reading this, we have inspired you to achieve your financial goals and provide for yourself and your family by taking the next step in your job search journey.

Thanks to your efforts, we have created this unique code for 30% off! **CODE: THANKYOU**

Disclaimer: Take action now, every minute you wait is a minute someone else will use to get the job of your dreams.

Why do I need a resume?

Crafting a well-written resume is crucial in presenting yourself as a strong candidate for a job.

It serves as a concise summary of your education, work experience, and skills, all geared toward the specific position you are applying for.

A well-crafted resume reflects your professional strengths, and it is usually the first impression that a potential employer will have of you.

Crafting an Impressive Resume: Mastering the Essentials of Style

Your resume is the first impression you make on employers. We'll discuss style elements that set you apart, like fonts, formatting, and emphasizing strengths.

Let's dive into the details that make a difference!

Error-free - Ensure your resume is free of errors to showcase attention to detail and strong communication skills.

Best Fonts - Use an appropriate font size between 10-12 and choose from Times New Roman, Arial, Helvetica, Verdana, or Calibri.

Consistently use bold, italics, or underlining to highlight important information.

Bullet Points - Use bullet points and action verbs to highlight accomplishments and skills.

Also, use clear section headings and bold them for emphasis.

If your resume is multiple pages, include your name and page number in the header or footer to aid navigation.

Crafting Effective Resume Sections for Maximum Impact

We can help you structure your resume effectively to showcase your qualifications and appeal to employers. From organizing your experiences to presenting your education and contact info, every section contributes to your resume's impact.

Name And Contact Information - Please provide your current mailing address, email address, phone number, and optionally, a URL to your LinkedIn profile or website.

Education - Please share your school's name, location, degree(s) (full or abbreviated), major/field of study, and expected/completion date. For non-US credentials, use the exact degree name granted or clarify with a phrase like "equivalent to US MD".

Experience - Organize your work experience into relevant headings and include the employer's name, location, dates of employment, and job title. Also include relevant internships, practica, volunteer work, and part-time experience.

Crafting Optional Sections to Elevate Your Resume

In job applications, optional sections can set your resume apart. Showcase your unique strengths and experiences in a way that aligns with your target role. Learn to write effectively about your experiences and highlight achievements over duties. Create a well-rounded, compelling, and unforgettable resume with optional sections.

Executive Summary - It is recommended for senior and experienced candidates or those with diverse experiences to include a summary section at the top of their resume. This section can effectively showcase why you are a good fit for a job and provide context to your resume. It should be tailored to a specific audience or job application and highlight the synergy between your skills and experience and an employer's needs.

Leadership Experience – Include leadership roles in extracurricular activities, technical and language skills, academic honors, awards and fellowships, publications and presentations, and professional associations. Provide a one-line description for lesser-known organizations.

Writing About Your Experience - When describing your experience, focus on accomplishments and skills rather than job duties and responsibilities. Use quantifiable experiences to convey project size and budget, and incorporate keywords from the job description.

Powering Your Resume With Action Verbs

Make a strong impact on your resume by using powerful action verbs. [Thanks to Harvard University](#), check out these impactful verbs to take your resume to the next level

Communication	Creative	Finance
Advertised	Acted	Administered
Addressed	Adapted	Adjusted
Arbitrated	Combined	Allocated
Authored	Conceptualized	Analyzed
Collaborated	Created	Assessed
Composed	Designed	Balanced
Conferred	Developed	Budgeted
Contacted	Directed	Calculated
Convinced	Drew	Conserved
Debated	Established	Determined
Discussed	Fashioned	Developed
Edited	Founded	Estimated
Enlisted	Formulated	Managed
Expressed	Generated	Marketed
Furnished	Illustrated	Measured
Informed	Initiated	Netted
Influenced	Instituted	Planned
Interpreted	Integrated	Projected
Interviewed	Introduced	Quantified
Judged	Invented	Reconciled
Listened	Modeled	Reduced
Mediated	Originated	Retrieved

Negotiated	Performed	
Outlined	Photographed	
Persuaded	Planned	
Promoted	Produced	
Publicized	Revitalized	
Recruited	Shaped	
Reinforced		
Resolved		
Solicited		
Summarized		
Translated		
Helping	**Management**	**Administrative**
Advocated	Achieved	Approved
Aided	Administered	Arranged
Answered	Analyzed	Coordinated
Assessed	Assigned	Categorized
Clarified	Approved	Classified
Collaborated	Attained	Collected
Counseled	Chaired	Corrected
Cooperated	Contracted	Distributed
Demonstrated	Consolidated	Executed
Educated	Controlled	Generated
Ensured	Coordinated	Filed
Expedited	Delegated	Implemented
Facilitated	Developed	Incorporated
Furthered	Drafted	Logged
Guided	Directed	Monitored
Helped	Eliminated	Operated
Intervened	Evaluated	Organized
Led	Enhanced	Processed

Mentored	Executed	Purchased
Prevented	Expanded	Registered
Referred	Handled	Responded
Rehabilitated	Hired	Routed
Represented	Implemented	Screened
Simplified	Improved	Supplied
Supported	Increased	Systematized
	Inspected	Tabulated
	Merged	Validated
	Navigated	
	Organized	
	Oversaw	
	Presided	
	Produced	
	Reorganized	
	Restored	
	Scheduled	
	Selected	
	Strengthened	
	Terminated	
Research	**Teaching**	**Technical**
Analyzed	Advised	Applied
Clarified	Adapted	Assembled
Collected	Coached	Built
Compared	Enabled	Calculated
Conducted	Encouraged	Coded
Detected	Evaluated	Computed
Determined	Explained	Constructed
Diagnosed	Facilitated	Converted
Evaluated	Guided	Designed

Examined	Informed	Debugged
Experimented	Instructed	Determined
Explored	Persuaded	Devised
Identified	Planned	Engineered
Inspected	Stimulated	Fortified
Gathered	Tested	Maintained
Interviewed	Transmitted	Overhauled
Investigated		Programmed
Measured		Regulated
Reported		Repaired
Researched		Restored
Reviewed		Solved
Searched		Specialized
Summarized		Standardized
Surveyed		Studied
Systematized		Upgraded
		Utilized