

Bulletproof Your Resume

Denise Rotavera-Krain, College Success Counselor, Academic Affairs, The Ohio State University



<http://hopes-and-dreams.net>

Objectives

In this worksheet you will learn how to:

- Build a strong resume objective statement
- Build strong resume bullets using action verbs, skills, tasks, and achievements/accomplishments
- Tell the difference between Task-based and Skill-based content
- Tips on Creating Impactful Resumes

The Objective Statement “Formula”

A resume objective statement introduces your resume to the employer and includes information about the give and take you are hoping to find within that internship or employment opportunity. Follow this easy formula to craft the perfect Objective Statement.

Employer providing you + You provide to employer = Objective Statement

Here is an example of what it would look like at the top of your resume, after your contact information.

Objective:

Seeking a marketing internship with ABC Company in Spring 2020 to utilize my organizational and analytical skills.

The Strong Bullet “Formula”

Let’s face it. To get the job of your dreams, or at least a step closer to your dream, you need to stand out. As a result having strong bullets in your resume to help your experience jump off the page is essential. This formula will help you create fantastic bullets to highlight your experience and skills.

Action Verb + Skill + Task (Quantify) = Strong Bullet

Here is an example of how the formula works in a resume. Notice how each element of the formula is represented in the bullet.

Broken Rocks Restaurant

Head Server

- **Optimized persuasive skills to highlight specials and engage each table’s attention.**

Breaking it all Down Action Verbs

Action verbs are used to deliver important information, add impact, and purpose. Turn your bullets from “Blahh” to “Brilliant” using action verbs. Compare the following:



- Held weekly status meetings to share client updates. “Held” is not active.



- **Spearheaded** weekly status meetings to communicate agency revenue growth. “Spearheaded” is active and pops when read.

Transferrable Skills

Transferrable skills are general skills that can apply to many job settings. They can move with you from place to place.



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Ohio State Wooster, Academic Affairs

Reflect on each job you have had and consider whether you have learned or improved any of the following transferrable skills. These are important to mention in your resume!

- Customer Service
- Work as a Team
- Work Independently
- Oral Communication
- Written Communication
- Leadership
- Critical Thinking
- Problem Solving
- Time Management

Quantifying Tasks

When you quantify your tasks, you are demonstrating your ability to utilize the skill that you are describing. Furthermore, quantifying your tasks shows the employer the scope of your accomplishment or achievement. Follow this easy formula to express your achievements.

Task + Quantification = Achievement

When considering a task, ask yourself the following questions to determine the best way to describe your achievements.

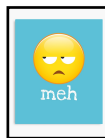
- How Many? - people, customers, tables, etc.
- How Often? - daily, monthly, weekly, yearly, etc.
- How Much? - money, inventory, grade earned, etc

Use Key phrases to signal that you are going to share an achievement. Examples include: Up to, On average, Approximately

Task Statement vs. Skill Statement

A **task statement** in a resume simply states what you did and nothing more. For example:

Answer phones and greet customers



Alternatively, a **skill statement** provides a much clearer picture of how you accomplished the tasks in a particular job situation. ***This is how you make your experience pop for prospective employers!***

For example:



Demonstrate effective customer service skills by using clear communication to greet and assist approximately 100 customers per day.

Notice how this entry follows the strong bullet formula and quantifies the task to create an achievement.

Creating Impactful Resumes

Resumes are fluid; customize for each employer

Maintain a Master Resume with everything on it for future use

Do your research on the employer

Should be 1-page for someone just starting out

Use a template

Headings should have at least 2 entries under it

Use past tense if you are no longer employed there – present tense if you are still employed there.

Avoid role-specific jargon

Only use positive statements and adjectives

Use 1-2 fonts styles and keep it consistent

Spell Check!

Send resumes as a .pdf to avoid formatting issues

Be truthful

*Special Thank You to:
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We're Here to Help

Remember, you do not need to do this alone. For help, visit with your Academic Advisor, College Success Counselor or Student Success Services.

Denise Rotavera-Krain
College Success Counselor
Halterman 200E
Rotavera-krain.1@osu.edu
330-287-1281