

RESUMES THAT GET RESULTS !

**DeVry University
Office of Career Services**

WHAT DO YOU WANT TO DO?

Assessment:

- Areas you'd be a good fit for

Exploration:

- Jobs by title/functional area
- Required skills, knowledge, experience

WHAT DO YOU WANT TO DO?

VS

WHAT ARE YOU QUALIFIED TO DO?

HOW IS YOUR RESUME READ?

- Scan for key words and/or industry specific words
- How much information matches job description?
- Do you meet minimum qualifications?

HOW TO WRITE YOUR RESUME

- List skills, experience, knowledge, directly related to position or functional area
- Identify relevant experience vs Professional experience

CONTENT : BULLET POINTS

- What did you really do?
- How did you do it?
- What did you use to do what you did?
- **Can you quantify what you did?**
- How often did you do it?
- **What were the results of what you did?**
- How does this information relate to the job you're applying for?