



Essential parts of a resume

A typical resume will include the following components:

- ▶ **Heading:** Name | phone number | email address | LinkedIn URL | City & State
- ▶ **Professional Brand:** 2-3 words that describe who you are professionally
- ▶ **Summary Statement:** Branding Statement
- ▶ **Employment History** – includes 5 parts and should only go back approximately 10 years
 - **Employer(s)** – Current, followed by others in order from most recent
 - **Dates Employed:** List the exact month and date you started.
 - **Job Titles:** Include your titles so it's clear what jobs you held throughout your career.
 - **Responsibility Scope:** In 2-3 lines explain your responsibility scope for the role. Did you manage a team project, budget?
 - **Actions and Results of the SOAR:** What did you do and what was the impact on the team, the process, project, product, functional team or organization? Use the AR of the SOAR for the Bullet under your job title. Use the action verbs to start your statements (never "I"). Then incorporate number and percentages to reinforce what you're saying.
- ▶ **Additional Professional Experience:** Include previous work experiences, past the 10 years, if significant for the role you are applying for. Employer's name and the job titles only.
- ▶ **Education, Credentials, Certifications**

Please note that the use of tables for formatting content in your resume body is not recommended, as many applicant tracking systems can't interpret tables. Avoid placing content in the Footer and Header of the page as well.