



Crafting an Effective Resume

A Blue Engine Consulting Workshop
Presented by: Matt Maletich

**The purpose of a resume is to win you an interview.
There is no single "correct" way to craft a resume.
Your resume should be a living document.**

Be Brief

- Strive for quality, not quantity
- The average recruiter will spend 3-10 seconds looking at your resume—make them count
- Two pages are acceptable—one page is better

Your Resume is Not a Job Description

- Most recruiters can guess what your responsibilities are—how do you exceed them?
- Highlight skills gained and list those relevant to the job for which you're applying

DO:

- 3-4 bullet points for current role
- 2-3 bullet points for past roles
- Delete roles that are irrelevant or outdated
- Use action verbs (Google "action verbs" for helpful lists)
- Use a professional email address
- Adjust margins

DO NOT:

- Write paragraphs or include multiple sentences in one bullet point
- Include age, date of birth, a photo, or any other irrelevant personal information
- Get overly creative (unless applying for a creative role)
- Be tempted to include *everything*

Cover Letters Are Not Always Necessary (But if You Use One...)

HIRING MANAGER NAME,

I am excited to apply for the JOB TITTLE position with COMPANY. I believe that my skills and experiences make me a well-qualified candidate for this role. These skills include:

- RELEVANT SKILL 1
- RELEVANT SKILL 2
- RELEVANT SKILL 3

I look forward to speaking with you.

Best,
CANDIDATE NAME

Questions?

Contact Matt

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