



Resume Writing Tips

by Retta & Co.

The 2s & 3s



Start off with a Winner Introduction.

- ✓ Write professionally yet conversationally, in the third person, in a condensed, informative delivery.
- ✓ Succinctly highlight your accomplishments and specifics on what you can accomplish within an organization.
- ✓ Include 3 bullets or so regarding your core competencies, explain the experiences and educational training that lead to those strengths.

“The Buzz about Employers only taking “2-3 seconds to glance at a resume” before tossing it aside is a bit farfetched and dramatic.”

Continue with a Career Progression Section

- ✓ Continue to elaborate on the benefits of your skillset within an organization.
- ✓ Include links to the websites of previous employers.
- ✓ Depending on your occupation and industry, use professional social media app links to create an experience for the reader.

Conclude with Education, Computer Skills, and Professional Affiliations.

- ✓ Include, Years, Certificate Names, Membership Icons.
- ✓ Keep the flow of information lively.
- ✓ Aim to leave the reader wanting to know more about you.

Bios & Cover Letters

- ✓ Think of your Bio as a mini article or hire a professional.
- ✓ Article themed bios are very effective and a narrative 3rd eye is effective in providing extra commentary and conducive to variety in presentation.
- ✓ Drafting in the first person is less annoying and more suitable for a cover letter, after all it is a letter.
- ✓ Highlight 2-3 key requirements in the job description and clearly draw attention to 2-3 areas of your resume that meet those requirements.
- ✓ In closing, visualize yourself working at the company and end with a genuine note about what you envision accomplishing.