

**READY TO
MAKE A
CHANGE?**

**NEED ADVICE
ON FINDING
A NEW JOB?**

**Here's Your Job Seeker Toolkit
From The Reserves Network**





A SOLID RESUME CAN BE A CAREER GAME-CHANGER

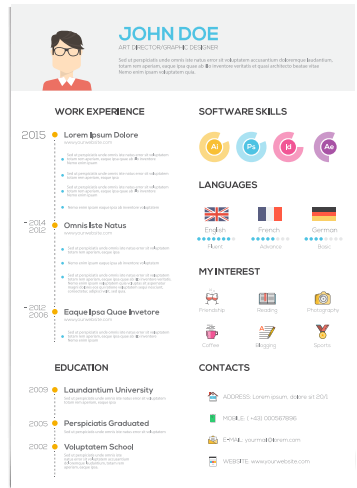
Whether you are entering the workforce for the first time, looking to change careers or transitioning from military to civilian life, you need an attention-grabbing resume.

Done correctly, it can set you apart from the competition and dazzle employers.

In this e-book, we'll tell you how to create a resume and cover letter that land interviews.



WRITE A RESUME HIRING MANAGERS WILL LOVE



You only have a few seconds to grab the hiring manager's attention. Use these tips to create a resume hiring managers will love.



UPDATE YOUR ACHIEVEMENTS. Continually refresh your resume with successful projects, goals achieved, new responsibilities and skills, certifications attained, etc.



INCLUDE METRICS. Focus on achievements and specific verifiable metrics to show your value.



CUT OUT UNNECESSARY INFORMATION. Remove outdated or irrelevant skills. Cut jobs from more than ten years ago. Use concise bullet points, not long paragraphs.

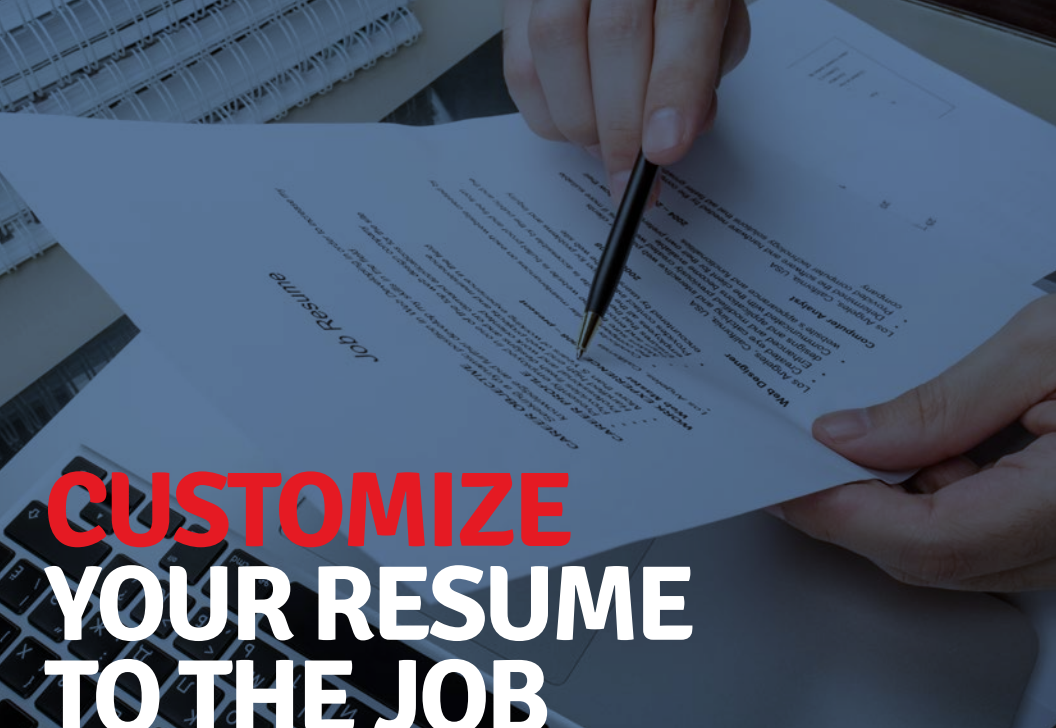


TAILOR EACH RESUME. Each resume should be specifically customized to the job you are applying for, using keywords taken directly from the job posting.



PROOFREAD. Check your resume for misspellings, typos or grammatical mistakes to ensure it is error-free.

The time you spend crafting a great resume is an investment in your future. Don't sell yourself short by failing to give it the attention it deserves.



CUSTOMIZE YOUR RESUME TO THE JOB

Your resume is the most powerful weapon in your job search arsenal. Make it lean and specific by customizing any objectives, skills, experience and credentials to the specific job you're applying for. Here's how:

REVIEW THE JOB DESCRIPTION.

Pay close attention to the following to ensure you are truly qualified for the job:

- *Job title*
- *Tasks and responsibilities*
- *Specific requirements*
- *Location of the employer*

FOCUS ON RELEVANT SKILLS AND EXPERIENCE.

Only list information that shows you're a great match for the advertised role. Use the same keywords the job description does.

HIGHLIGHT MATCHING CREDENTIALS.

Place a section at the top of your resume to highlight your matching credentials and skills.

Recruiters spend just a few seconds reviewing each resume. Stand out from the crowd with customization.



IMPRESS RECRUITERS WITH SOLID GRAMMAR

A resume is you on paper. Sloppy writing is like wearing a wrinkled shirt to an interview. Make sure your resume is free of these deal breakers.

KEEP IT SIMPLE. Skip the objective or personal statement. Address these topics in your cover letter.

AVOID PERSONAL PRONOUNS. Do not use “I,” “he” or “she.” Instead of saying, “I helped manage employee payroll,” state, “Helped manage employee payroll.”

USE THE PROPER TENSE. Refer to former jobs in the past tense. If you are currently employed, use present tense.

DOUBLE-CHECK SPELLING. Spell check isn’t foolproof. Always manually review spelling to make sure it’s correct and that you’ve chosen the best words.

DON’T MISUSE WORDS. Common errors include confusing “to/too/two,” “they’re/there/their” and the improper use of “whose” and “who’s.”

USE CORRECT PUNCTUATION. Make sure all commas, apostrophes and semicolons are correctly placed. Also check for awkward sentence construction and run-on sentences.

SKIP OVERLY FORMAL WORDS. Formal language can distract readers, making it tougher to engage them and keep them focused on the message.

GET PROFESSIONAL ASSISTANCE. A professional resume writing service can provide a second set of eyes and offer advice and feedback.

Resumes are an essential component of any successful job search. Don’t let a careless typo or misspelling stand between you and your dream job.

GIVE YOUR COVER LETTER THE ATTENTION IT DESERVES



Your resume is just one critical document in the job search process. A well-written cover letter can be a powerful tool in landing an interview. Here's a closer look at why.

MAKE A GREAT FIRST IMPRESSION. A well-targeted cover letter sets the tone so your resume can delve into your skills, credentials and experience in detail.

ANSWER THE WHAT AND WHY. A cover letter shouldn't just rehash your resume. Tell the hiring manager what specific factor(s) attracted you to the position and why. Also explain how your unique skill set and qualities make you a suitable match for the job and organization.

SHOW OFF YOUR WRITING CHOPS. For positions that require strong communication skills, a cover letter is the perfect opportunity to show you can write with proper grammar, diction and style.

ZERO IN ON YOUR STRENGTHS. A cover letter allows you to highlight the most important part of your resume, while demonstrating your personality and potential to fit in with a company's culture and principles.

REINFORCE YOUR RESUME. A strong cover letter can be compelling enough to inspire a callback from employers.

Cover letters provide insight into your qualifications and motivations so potential employers can gauge your value as a candidate.



NEVER LIE ON YOUR RESUME

Doctoring your work history, claiming to have skills you don't and general deceitfulness can result in severe consequences like these.

THE EMPLOYER WILL PROBABLY FIND OUT. Human Resource departments can verify the information on your application. Most employers will not extend a job offer to an applicant who blatantly lied.

YOU CAN LOSE THE OPPORTUNITY. Companies will rescind job offers if they find out you lied about your experience or background.

IF HIRED, YOU COULD BE FIRED. If you are hired, and it is later discovered that you lied on your application or resume, your employer can terminate you for cause.

YOUR REPUTATION WILL SUFFER. It could hamper your future job opportunities and leave you with a negative reputation in the professional world.

IT MAKES YOU APPEAR DISHONEST. Small lies lead to bigger ones. Employers view your willingness to lie on a resume as indicative of poor character.

Lying on your resume does more harm than good. Consider working with a professional recruiting firm that can help you find a job perfectly suited to your true experience and goals.



A resume is just the first step in landing your ideal job. If you'd like additional advice on making a lasting impression on employers and setting yourself apart from the competition, contact The Reserves Network.

LET US BE YOUR GUIDE TO A REWARDING CAREER

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