

Name, insert

City | Phone | email | www.linkedin.com/in/insert

---

---

Insert ● Insert ● Insert

Talented **Insert** [and **Insert**] with a proven track record of success in insert. Insert 1-2 more sentences describing yourself in high level detail. This section is an easy way to update key words based on particular job ads by swapping out your specific talents and expertise below to match the same wording in a job ad. Note how the bold and subject lines allow for a quick scan of your document. Make a reader want to read more below by selling them on the highlights in this first section. **Areas of talent and expertise include** (could go to 4 columns even):

Insert  
Insert  
Insert

Insert  
Insert  
Insert

Insert  
Insert  
Insert

---

Professional Experience or Leadership Evolution

Company Name

City, State

**Title**

Date to Date

Describe company in detail. Describe role in high-level detail. Who do you report to? How many do you oversee? What “brag” factors can you put about your company, department or division? Allow the reader to be impressed by the team you are a part of or in charge of. Keep to 3-4 sentences max. Feel free to use bolds or italics to stand out.

- Insert key accomplishment and include measurable metric, end result or contribution to your department.
  - ✓ Insert something you want to **draw significant attention to**.
- See how the use of bullets allows a reader to skim quicker? **The average reader will only spend 5-8 seconds on this resume.** Make sure you let them know you know what matters most to them by drawing attention to where it is due.
- Feel like your job is not that fancy? How many burgers do you flip on an hourly basis? How many calls do you take per hour? How many customers have you helped on an average shift? List if your recordkeeping is 100% accurate. List if you have ever upsold a customer. Your accomplishments matter at every level of an organization, appreciate them.

Company Name

City, State

**Title**

Date to Date

Describe company in detail. Describe role in high-level detail. Were you promoted? **Bold that and include!** Did the company grow a lot while you were here? You better include that.

- If you created a checklist, process or training program, be sure to list and include how many pages or steps it was. How many people used it?
- What did you make more efficient? Something as simple as revamping a customer service process to save administration time by 20% is huge. Put that in here.
  - ✓ Do not go overboard with these special “checks.” They should be reserved for **the items you really want to showcase**. It’s definitely good practice to showcase metrics a job ad asks for by these special checks too!

Company Name

City, State

**Title**

Date to Date

Describe company in detail. Describe role in high-level detail. **Past positions or accomplishments are in past tense. Current positions or in-progress tasks are in current tense.** It’s okay in a “current” position to use past tense for something already accomplished. Don’t be afraid to include what is currently in progress too though.

- Just an intern or feel like you had a job that doesn’t mean much? It’s all how you word it. What did your contributions mean to the team? What did your team or department achieve? State those and the role you played in them.
- List numbers numerically (1, 2, 20, etc.). They stand out. If you think you cannot provide any, you need to include any of the following throughout your resume: # of people in department, # of people you supported, # of people you supervised, or # of calls you took.
- Or, list the # of employees you supported, # of people you trained, volume of data entry per hour/day/week/month, days/months it took to implement a software project that you were a part of, or survey results for your role/team/department.
- Anything you improved and how you can measure it in hours/days/weeks/months/\$. Did you know hourly rate \* 1.25 mark-up for taxes and insurances \* hours saved will give you this total savings for a business. Google it. You’ll find more.
  - ✓ **Look at my Resume Builder Worksheet for how to incorporate the PAR approach too. You can find it on my profile at [www.linkedin.com/in/nikkiryberg](http://www.linkedin.com/in/nikkiryberg) under my current position.** Note how you can change font size when needed to stand out. Don’t overkill this but feel free to use when helpful.

---

---

## Education/Certifications/Trainings

Degree, University in City, State

Certificate, Organization, Date Issued

Insert more as needed on this line or feel free to put all into 2 columns depending on space. Line it up how it works best for your background. Keep dates for graduation in if it's in the last 2 years or so to emphasize you're still entry-level. After that, leave off to avoid experience or age bias. Be judged based on your merits, not your graduation year or age!

If you didn't graduate, put how many credits you obtained. List as many courses or certifications as possible here that are relevant to your positions of interest. Remember how we discussed adding skills or training courses in based on your weaknesses or needs?

---

## Publications/Awards/Honors/Testimonials

Insert something as needed, even a positive quote from a review or LinkedIn Recommendation. If you were part of a team that got something, go for it. If you received an award, list it. Published? Be sure to include!

---

## Skills and Abilities

Insert | Insert | Insert | Insert

This is the best place to showcase technical talents and languages. List away when it's helpful. For instance, Excel would be expected with an accountant, but not necessarily for an Administrative Assistant so do not state the overly obvious. Try to include items you possess that are asked for in a job ad, especially certain software. Also, any of these headers may need different wording depending on your dream job and background. These are simply placeholders.

---

## Professional Associations

Insert something as needed. I think everyone should have at least one to list. Let's say you're a student just starting out; list the student professional groups you were part of. Make sure to include any leadership roles, even committee memberships. It's usually less than \$50 to join many of these groups, so find the local one most relevant to your career goals and join in. Try to get on a committee or volunteer assignment through it and list it. Now you have something to speak to in interviews, networking contacts to hit up and you showed initiative to a hiring manager. Go you! Also, make sure once you are finished, you go back and have even and consistent spacing and formatting throughout the whole document.

---

## Community Involvement

Insert something as needed. I prefer for this to showcase your talents or leadership only. I do not care about your political or religious affiliations and unless you're applying to political or religious organizations with likeminded ideals, listing will only get you in trouble if a hiring manager or business tends to lean differently. It's okay to list something innocent like a Sunday School teacher at a local church – especially if you highlight that you develop and deliver curriculum to a group of 20 kids (hello organization, leadership and public speaking skills!). So, it's a fine line to walk. Ask your reviewer for their honest feedback. Leave off the hobbies or anything that may make someone wonder when you actually have time for your REAL job that you're applying for. Ideally you can list one that's neutral like being a mentor, Big Brother/Big Sister, or an active member of your Young Professional Society. I personally list that I am a volunteer resume reviewer for a local non-profit. It's related to my career and shows I'm passionate about it. I leave off anything else unless it's critical for a networking contact and I have confirmed that connection. Note how I used "justify" to even out spacing too. This helps a reader skim easier.

---

Resume Cheat Sheet was created by the Ryberg Group, LLC  
[www.ryberggroup.com](http://www.ryberggroup.com)  
[info@ryberggroup.com](mailto:info@ryberggroup.com)