

# Resume Cheat Sheet - Write a resume that gets interviews in 30 days

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Tired of submitting your resume literally HUNDREDS of times and hearing nothing back? Frustrated at seeing jobs you'd be perfect for, then sending your resume along but they can't be bothered to contact you?

Then it's time to update your resume! Below is the formula I use for my clients to get them interviews lined up within 30 days:

## 3 R's Rules of thumb:

These 3 Rules are a MUST if you want your resume to get you interviews lined up!

- Results: quantify your work and show results of your efforts
- Recency: Only include the last 10 years of your resume
- Relevancy: ONLY what is relevant to your desired field; e.g. if you're in IT, do not include anything marketing related

## Resume basics:

Every resume MUST have these!

- Name, number, and email in big bold letters
- Title(s) you're seeking under contact info
- Accurate, relevant, and recent work history with the correct companies and years (do not lie about these, as the company could run background checks and do employment verifications. If you lie, you will be immediately disqualified.)
- List all relevant education, including degrees, coursework, projects, and certifications
- List all relevant computer program expertise and languages



*themillennialcareercoach.com*



*andrea@themillennialcareercoach.com*



*929-269-6615*

## Resume that will get you interviews:

This is how you go from just another applicant to someone they want to talk to:

- Highlighting at least 6 relevant HARD skills vs. soft skills (e.g. customer success vs. team-player)
- List relevant awards, honors, and achievements to your current career trajectory, NOT something irrelevant from several years ago
- Bullet points with action verbs that show the results you've garnered, NOT what you did on a daily basis (e.g. instead of saying "data entry,"  
QUANTIFYING YOUR WORK AND SHOWING RESULTS OF YOUR EFFORTS (yes it's the first R, it bears repeating!)
- Namedropping big name clients (if it applies)

Need more help with your resume? Let's have a look! <https://calendly.com/millennialcareercoach/review>

OR

Do you need a brand new resume rewritten for you that will get you an interview lined up in at

least 30 days and get offers for jobs paying at least \$15k more than before?

<https://calendly.com/millennialcareercoach/resumerewrite>



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