



STRATSTAFF

Candidate**Services**

Resume Writing

www.stratstaff.com

Resume Writing 101

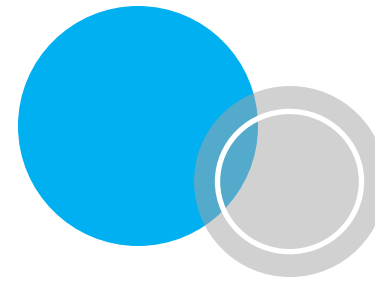


The included resume template is intended as a resource for you in your job hunt. Clarity and ease of navigation through your resume is extremely important. The included template has been designed with the eyes of the hiring manager in mind.

When writing your resume you might want to also consider the following:

1. What kind of font are you using? Choose clean, contemporary fonts like Arial, Century Gothic, Calibri, Cambria, or Times New Roman for professional positions.
2. Do you really need two pages for your resume? If you do, you do. If you're really reaching to get your resume out to two pages, consider your reader and condense it to one.
3. Quantify your experience! And be prepared to prove it. If you work in a performance-based industry and work in a performance-based profession, make sure you brag!
4. Proof your resume! When the competition is fierce, hiring managers spend most of their time disqualifying applicants rather than qualifying them. Misspellings, grammatical errors, and poorly formatted resumes just make it easy for a hiring manager to move on to the next application.

The Position



Candidate Name

555 Main Street | Anytown, CO 55555 | 555.555.5555 | candidate@email.com

Objective:

Your objective should be short, specific to the position you are applying and should state clear intentions.

SKILLS

Skill 1
Skill 2
Skill 3
Skill 4

PROFESSIONAL EXPERIENCE

Position	Company	Month	Start Date	Completion Date
Position Highlight 1				
Position Highlight 2				
Position Highlight 3				

Position	Company	Month	Start Date	Completion Date
Position Highlight 1				
Position Highlight 2				
Position Highlight 3				

Awards/Achievements:

This is a great place to brag about your professional, extracurricular or collegiate awards and achievements. Include any specific qualifying information such as dates, stats or figures that can further legitimize your experience.

OTHER EXPERIENCE (Optional)

If you have "other" experience that isn't specific to the target position and won't distract from your intended position.

EDUCATION

Degree	School	Year of Graduation
GPA (optional)		

Accomplishments: If you have any specific educational achievements this is a great place to list them.

*References available upon request

About StratStaff

In December of 2005 StratStaff was founded on the general concept that technological innovation and industry experience are a critical and invaluable resource in temporary and permanent placement. Since our inception we continue to focus on new and emerging technologies and industries offering sales positions with game changing potential.

Located in Denver, CO, StratStaff is a national recruiting company that works directly with the job seeker to match skills and relevant experience with a best-fit career. Through interview preparation and resume and candidate marketing, StratStaff can help take the hassle out of the interviewing process and help you find that next great opportunity.



Become a fan. Follow us. Get connected.