



 Forward Thinking
Resumes & Careers



Resume Refresh 2022

Applicant Tracking Systems (ATS)

- Used by 99% of Fortune 500 companies
- Software system that scans resumes for key words (Jobscan is an online platform that helps with this)
- Prefer simple templates (no tables, graphs, etc.)
- 70 – 75% of resumes are scanned out by these systems even if the candidate is qualified



6 Second Initial Scan

PROFESSIONAL SUMMARY

Lead high-performing teams in the development and execution of projects that meet sales and profit targets leading to repeat client engagements and sustainable growth. Successful track record identifying gaps and allocating resources to achieve desired results. Skilled communicator engaging with internal teams and external clients, gaining buy-in across all levels and functions.

SELECT ACCOMPLISHMENTS

- Led team in the **negotiation and successful release of \$2M in deliverables on hold** for 1 year.
- Built on the success of a \$500K NASA-funded project, **securing 2 additional client engagements and growing revenue to \$1.5M.**
- Managed single **project budgets of \$1M+, accounting for 4% of annual revenue** for Company X.
- Created a higher resolution Work Breakdown Structure and schedule and incorporated Earned Value Analysis; **reduced reporting time by 7 days.**



Quantifying Bullet Points

- Secured 100% retention rate for 6 consecutive quarters, leveraging a customer-centric approach to nurture and expand customer relationships.
- Executed \$8M repositioning of a 178,000 square foot building driving a 19% rental increase and bottom-line growth.



Bullets That Cannot Be Quantified

- Identified and implemented a project management platform that streamlined workflows across departments and enhanced communication across multiple project teams.
- Gained buy-in from sales team to adopt SAP, leading the migration of 3 internal systems to 1 platform, increasing efficiencies and driving growth within new and existing accounts.



One Page Resume or Two?

- General rule: 1 page for every 10 years
- Ultimately, we want to showcase the right amount of experience for the role being targeted
- Start-ups and some tech companies may prefer a 1-page resume



Addressing a Gap in Experience

- Not necessarily a 'red flag', especially if less than 3 years
- Highlight recent trainings or certifications
- Consider adding consulting or volunteer work (paid or unpaid)
- Address the timeline / reason
 - 2019 – Present: fulltime caregiver to aging parents; or stay at home parent and active school system volunteer



Additional Resources

- 10 Rules to Resume Writing (Career Resource Articles)
- Updating Your Resume – April 2020 (Webinars)
- Schedule a career coaching session:
 - alumniCareers@unc.edu

