



University of Phoenix®

PHOENIX

Creating a winning resumé starts by carefully considering the people (and computers) who will be reading it. First, this will often be an ATS, or applicant tracking system. Next, it's typically a busy HR recruiter with many other resúmes to consider. Finally, it may be your future boss — who wants to know you can actually perform the day-to-day work.

**Summarize your qualifications**



Clarity is kindness. The proper format can make it easier to skim and scan your resumé in seconds, not minutes.

Let your resumé be one to two pages, max. Unless you're in

Experience, Skills and Education. Put these in the order that leads with your most valuable assets.



There are many options for designing a resumé, both online & that's uncluttered and not overused.



Here's an outline of a resumé for an

And one for those who may be more



Employers will seldom hire a candidate based just on a great  
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a response with your resumé, it can help to seek expert feedback.



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prove helpful. Show them the exact jobs you are targeting and  
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As an active University of Phoenix student, you have  
access to \_\_\_\_\_ including resumé templates and  
writing assistance.



# RESUMÉ



City, State, ZIP | Phone | Email

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## RESUMÉ



City, State, ZIP | Phone | Email

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