

# Signs of a Great Résumé

How to Write a Résumé that Speaks for Itself



The top 5 questions Author Scott Vedder gets asked about résumés.

## 1: What is your best tip for writing a résumé?

A résumé is not a job description. Use !@#\$\$%, the Signs of a Great Résumé:



- ! Any part of your experience that was "amazing!"
- @ Defining points, places, dates and things in your career
- # Numbers that quantify and prove your past successes
- \$ The dollar value of your contributions
- % Figures that easily show growth and results

## 2: How long should my résumé be?

You should be able to highlight your best qualifications in one to two pages. A recruiter is unlikely to read more than that. Be sure to prioritize your best qualifications up-front and focus the reader's attention on examples using !@#\$\$%.

## 3: How can I ensure recruiters will understand my qualifications?

Use Scott's "Smart 5<sup>th</sup> Grader Test" to explain your most relevant achievements. The reality is, most recruiters have about the same understanding of your current job as an intelligent 11-year old.



### The "Smart 5<sup>th</sup> Grader Test" is simple:

1. Are you using easily-understood terms?
2. Are you broadcasting "good news" only?
3. Are you concisely relaying the most relevant information?

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#### 4: How far back should I go on my résumé? Is it only the last ten years?

You should go as far back as is necessary to show why you're a great fit for the job. In many instances, your most recent experience may include your most relevant qualifications. Sometimes even something you did a long time ago can be related and can explain why you're a great fit for the job. As long as your examples include !@#\$%, it matters less *when* they happened than it matters *that* they happened.

#### 5: What if I'm changing careers or my prior experience doesn't seem to align with my desired job?

Consider using a functional résumé. This format is like a "Greatest Hits" album of your best, most relevant achievements.

Instead of organizing bullets with !@#\$% examples under each job you've held, identify 3 to 4 buckets of skills related to the job you're pursuing.



#### Who is Author Scott Vedder?



Scott Vedder is the #1 best-selling author of *Signs of a Great Résumé* and the follow-up, *Signs of a Great Résumé: Veterans Edition*. Scott conducted over 5,000 interviews as a Fortune 100 recruiter. He now serves as a professional speaker and expert on résumés, interviews and career transitions with a focus helping veterans succeed in the civilian workforce.

Scott offers one-on-one coaching and is available for in-person and virtual speaking engagements and consulting worldwide.

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