



# RESUME WRITING GUIDE

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Transform your resume from blending in to standing out  
in today's competitive job market



# STEP 1:

## Choose the right format.

Opt for a reverse-chronological format, starting with your most recent experience. Use a clean and professional layout with clear section headers.



## JULIANA SILVA

Project Manager

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### ABOUT ME

Dedicated and results-driven Project Manager with a proven track record of successfully leading and managing projects from initiation to completion. Seeking to leverage strong organizational and communication skills to contribute to the success of ABC Company.

### WORK EXPERIENCE

- Jan 2020- Present  
Company Name | 123 Anywhere St., Any City  
**Project Manager**
  - Led and managed multiple projects from initiation to completion, ensuring they were completed on time, within budget, and met quality standards.
  - Developed project plans, schedules, budgets, and resource allocation plans in collaboration with cross-functional teams.
  - Coordinated project activities, tasks, and resources, and monitored project progress and performance metrics.
  - Identified project risks and developed mitigation strategies to minimize potential impacts.
  - Communicated project status, issues, and decisions to project teams and stakeholders.
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  - Collaborated with cross-functional teams to ensure project milestones were met.
  - Contributed to process improvement initiatives to streamline project workflows and increase efficiency.

### EDUCATION

**Bachelor of Science in Project Management**  
XYZ University  
2006-2010

### CERTIFICATIONS

**Project Management Professional (PMP)**  
Project Management Institute

### SKILLS

- Project management methodologies, tools, and techniques
- Communication and leadership skills
- Time management and organizational skills
- Proficiency in project management software

+123-456-7890  
juliana@example.com  
123 Anywhere St., Any City, ST 12345



## STEP 2:

# Include your contact information.

Include your name, phone number, email address, and LinkedIn profile (if applicable). Ensure your email address is professional (e.g., `firstname.lastname@email.com`).



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## STEP 3:

# Write a tailored objective statement.

Write a concise summary highlighting your key skills, experience, and career goals. Tailor this section to the specific job you're applying for.



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## **STEP 4:**

# **Be strategic with your work experience.**

List your work experience in reverse-chronological order.

Use action verbs to describe your accomplishments (e.g., "Led a team of 10 employees," "Developed project plans," etc.).

Focus on relevant experience that aligns with the job you're applying for.

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## STEP 5:

# Include your education and any certifications.

Include your degree(s), major(s), university name, and years attended.

Add any relevant coursework, honors, or academic achievements.

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# STEP 6:

## Create a Skills section.

Create a dedicated section for your skills, including both hard and soft skills.

Highlight skills that are relevant to the job description.

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# STEP 7:

## Select the right keywords.

Start by looking closely at the job description– what specific skills and qualifications do you need in order to be a good candidate for this role?

For instance, if you're applying for a Project Manager position, mirror the language used in the job description when detailing your project management experience in your resume.

### Project Manager

**Location:** Minneapolis, Minnesota

**Company:** ABC Company

#### About the Role:

We are seeking a highly organized and motivated Project Manager to join our team. The Project Manager will be responsible for overseeing and managing projects from initiation to completion, ensuring they are completed on time, within budget, and meet quality standards. The ideal candidate will have excellent communication skills, strong leadership abilities, and a proven track record of successfully managing projects in a fast-paced environment.

#### Responsibilities:

- Lead and manage projects from initiation to completion, including planning, execution, monitoring, and closing phases.
- Develop project plans, schedules, budgets, and resource allocation plans.
- Coordinate project activities, tasks, and resources to ensure timely and successful delivery.
- Identify project risks and develop mitigation strategies to minimize potential impacts.
- Monitor project progress and performance metrics, providing regular updates to stakeholders.
- Communicate project status, issues, and decisions to project teams and stakeholders.
- Conduct project meetings, including kickoff meetings, status meetings, and post-project reviews.
- Manage project documentation, including project plans, reports, and change requests.
- Ensure adherence to project management best practices, standards, and methodologies.
- Collaborate with cross-functional teams and stakeholders to achieve project objectives.

#### Qualifications:

- Bachelor's degree in project management, business administration, or related field (or equivalent experience).
- Project Management Professional (PMP) certification is preferred.
- Proven experience as a Project Manager, managing multiple projects simultaneously.
- Strong knowledge of project management methodologies, tools, and techniques.
- Excellent organizational, leadership, and communication skills.



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# Additional Tips:

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If you have a portfolio, include a section showcasing relevant projects or link to your portfolio.



Highlight any awards, recognitions, or professional achievements that showcase your capabilities.



Keep your resume concise, ideally limited to one page (two pages if you have extensive experience).



Use bullet points for readability and avoid large blocks of text.



Proofread your resume carefully to eliminate any typos or grammatical errors. Ask a friend or mentor to review your resume for feedback and suggestions.