# RESUME GUIDE — read this first

## How to use this bundle

- Resume-ATS.docx — upload this one to job websites and applicant systems. Plain format so the software can read it.
- Resume-Designed.docx — email this one to a human, or print it for interviews and job fairs.
- Resume-Page-2-Extended.docx — optional second page for long work histories.
- Cover-Letter.docx — one page, four short paragraphs. Rewrite it for every job — form letters get spotted instantly.
- References.docx — three people who agreed to vouch for you. Never write 'references available on request' — just bring the page.

## Five rules that get resumes read

- Numbers beat adjectives: 'saved $4,200' beats 'cost-conscious'.
- Mirror the job posting's words for your real skills — ATS software searches for them.
- Every bullet starts with an action verb (list below).
- One page per 10 years of experience. Two pages maximum.
- Proofread out loud. One typo in a 'detail-oriented' resume ends the conversation.

## Action verbs — steal these

Led • Built • Coordinated • Scheduled • Trained • Saved • Reduced • Increased • Launched • Fixed • Organised • Negotiated • Delivered • Designed • Repaired • Sold • Managed • Improved • Streamlined • Resolved