

**Re**source

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# Professional Summary

## What is a resume summary

The summary is a short introduction of yourself at the top of your resume. It is also the first impression the hiring manager gets of you. They will look for certain keywords and quickly check whether or not you are qualified for the job.

## Why a resume summary matters

This is your opportunity to show what you have learned and what you have accomplished. It is all about you.

Make sure to check the job description especially the requirements they seek. Your summary should always be unique for the job you apply for.

## What you need to keep in mind

Keep it on point. The hiring manager gets probably 100 of applications a day. To make his life easier you want to keep your summary short and just highlight the most important aspect about you and why you are a good fit for the job. A good way to do so, is to try to look at your summary through the eyes of the hiring manager.

## Some final tips for your summary

- Elaborate on your most important traits that will make the company want you
- Mention why you feel passionate about the job/company
- Talk about what you want to achieve during your time there
- Keep it short and exciting!

# Work Experience

## Why your work experience matters

Your work experience is probably the most important information for the hiring manager. It tells them where you have worked and what you did there.

This also helps them to decide if your work experience qualifies you for the next step or even for this position.

## What you should better keep out

Keep not relevant information out. The hiring manager reads a lot of resumes a day. The easier it is to identify your experience, the easier it is to get you to the next phase. Leave work experience out, which does not relate to the new job. You worked as a cashier a few years back and you apply now for a developer position? It is probably better to keep it out.

## What you should include

In general, the job you are applying for defines the relevant work experience. Include where and on what you worked. Tell the hiring manager a few facts and results about the position like increased page visits by 200% in 1 month.

Add strong verbs like, created, changed, introduced. This section is also for your awards and honors. Show them all!

## Some final tips for your work experience

- The most recent job should be at the top followed backward chronologically
- Show the positive results and impact you had in your previous positions
- Having gaps in your work history and job-hopping is more accepted today
- Keep it short and exciting!



# Let's talk about skills

## Why do I need a skills section?

People are lazy and most hiring managers are people. When bombarded with hundreds of applications, they try to scan the resume. You can show them at first glance in your skills section what value you can bring to the company. And it's not just about hard skills, it's also about your soft skills.

## Hard skills

Hard skills are skills that you have learned or acquired through effort. These skills can be taught and measured. Remember, you only want to mention skills that are relevant to the job.

You may be a good climber, but this is a really special skill for a highly specific job. Only include it when it matters.

Examples of hard skills: Marketing, Photoshop, SEO, HTML, Text Creation, etc.

## Soft skills

Soft skills, on the other hand, reflect you and your personality. You can also prove that you fit the company well. A LinkedIn study suggests that 57% of employers value soft skills more than hard skills. Please don't be afraid to mention your soft skills!

Examples of soft skills: Communication, Teamwork, Organization, Problem-Solving, Self-Motivation, Leadership

## Some final tips for your skills

- The list of skills should match the position you are applying for. Always read the job description and aim for it!
- It is not a bad thing if your skills are already mentioned in your summary
- We are not all aware of our soft skills. Ask your friends and family members what they think you are good at
- Keep it short and relevant!



# Job satisfaction

## It's is always a good time to ask yourself

This is something you should ask yourself regularly. But if you're in self-quarantine or isolation (what we all should be for now), you have all the time in the world. Most people agree that to be satisfied at work, these three points play a huge role – autonomy, complexity and a connection between effort and reward. Work that fulfills those criteria is meaningful.

### Autonomy

How much freedom do you have in your work? Research shows that job satisfaction increases when employees are given the freedom associated with autonomy. For some of you, this could mean that you can set your own schedule or decide how to do the work. Being given enough autonomy has also been shown to increase motivation and happiness. How much autonomy do you have?


### Complexity

Doing a task that is not demanding, where you cannot express your creativity and only do repetitive work, gets boring very quickly. On the other side, a job that is initially far too hard and too complex also affects your happiness. Not accomplishing a task and the feeling that we're not good enough is a problem we all struggle with. To be happy at work, you need tasks of the right complexity, not too much and not too little. Just the right amount so you can grow. Are you able to grow?

### Effort and Reward

Have you completed a task in advance or completed a project and achieved all of the goals? Of course we want to be rewarded after we have achieved something. This can be a raise, a bonus, or job security. The fact that we have done something well must be recognized and valued by our employer. If not, you should speak to your employer.

The imbalance between effort and reward leads to stress and dissatisfaction at work. When was the last time you got valued?





# Ready for your next job?

We will guide you and give you a builder to avoid mistakes. Take the hassle to design your resume and give you one, which will stand out.

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