

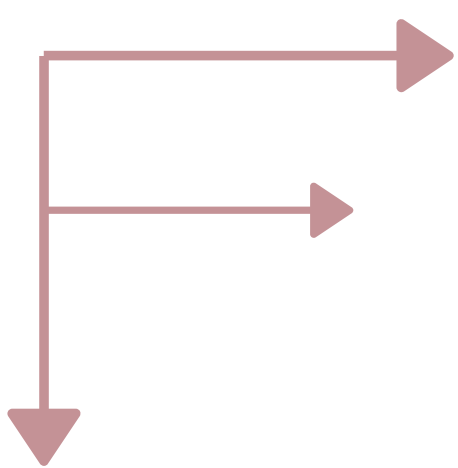
The design of your resume is a big factor in the reader's experience and comprehension.

Think of it as an advertisement for yourself—a well-crafted summary of your education, experience and skills—designed to convince the reader to contact you for an interview.

Why design your resume for scan-ability and keywords?

0:06

On average, recruiters spend only **six seconds** reviewing a resume.



People read screens in an **F-shaped pattern** that consists of two horizontal stripes followed by a vertical stripe.

250

The average corporate job gets **250 applications**.

98%

98% of Fortune 500 companies use applicant tracking systems that scan for keywords.

30%

Only **30%** of job applications are read.

Scan-Ability



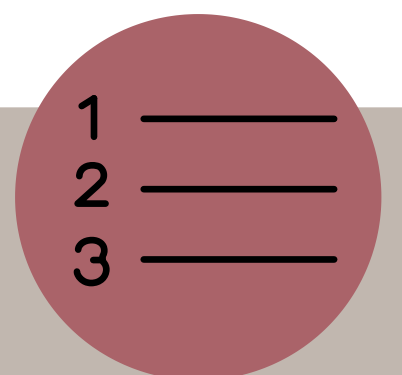
Your goal for the resume is to make it easy for the reader to scan **VERY** quickly for the most relevant and important experience and skills. Use formatting—boldface, type scale, strategic use of white space—to make key information easy to find.

Formatting & Visual "Chunking"



USE ALL CAPS, **bold**, *italics* or underline to create emphasis and access points for the reader. Create visual chunking with white space between blocks of information keep those blocks short! Two short blocks are better—more inviting to read—than one long one.

Information Architecture



Information architecture refers to a hierarchy of information or text achieved by a combination of sequence, scale and boldness of your information. By selecting what text appears first, horizontally or vertically, you're telling the reader what information is more important.

MAKE IT GREAT!

Here's an example of a well-designed, easy-to-scan resume and a few tips on what makes it work.

Showcase

Ensure that information about you stands out, such as your degree. You can highlight this information by bolding your education.

Bold & Highlight

Be sure your job title stands out and clearly describes your role.

Create Separation

Create intentional space between each section and underline and bold your resume headers to strategically create separation for easy readability.

Relevant Examples

You can include class projects on your resume in a clearly defined section. Format it like a job/work experience.

Formatting

Use formatting techniques like **bold**, *italics*, and underlining to make it easy on the reader to find specific information for the reader.

John Smith

702-300-0000 | johnsmith@gmail.com | Las Vegas

Education

University of Nevada, Las Vegas

Estimote

Bachelors of Arts in Criminal Justice, Minor in Psychology

Relevant Coursework

COM 101: Communication Strategies focuses on learning communication strategies to implement into professional, personal, and academic

Work Experience

Student Security Guard | University Police Services

Jan 2

Sales Associate | Kohl's

Jan 2

Internship Experience

Intern | Clark County Juvenile Detention Center

July 2

- Develop and implement rehabilitation and treatment plans to assist
- Shadow probation appointment for juveniles to evaluate their progress
- Arrange court-ordered treatment services and monitoring services

Leadership Experience

Student Vice President | Alpha Phi Sigma Theta Tau

Aug 2

- Cultivate strong networking skills by participating in conferences
- Host general member and e-board meetings for the organization
- Network in the community to identify and secure scholarships

Project Experience

GSC 300: Urban Adventure

Fall 2

- Gained practical experience through participating in simulation
- Learned about today's social issues that impact the community
- Advanced interpersonal communication and critical thinking skills

Technology & Skills

SPSS | CPR & First Aid Certified | Security Guard Card | Data & Skills | Qualitative Research | Research | Data Visualization | Adobe
Google Suite Microsoft Office