

# Free Resume Cheat Sheet

Job Interview Magic 2.0 Workshop!

**Job Search Like a Boss!**

Home of the **CHEAP**  
**\$49 RESUME**

Organic Resume

Official Flowers Of The Hawaiian Islands

Ninjutsu 2.0

If you are looking to boost your income in 2020, the Top In-Demand Jobs that pay over \$75,000/year are listed as follows: web developer, physical therapist, attorney, engineer, property manager and operations manager. The fastest way to make up to \$75,000/year or more in your own profession or niche **IF** you are already employed with a progressive company is to groom your resume for the top management positions in your organization. **"There is no one out there more deserving than you of a management position!" Aim High!**

Network with decision makers and look for CEUs (Continuing Education Units) classes you can take online to increase your chances of getting a better job. Take advantage of all of the resources at the Society of Human Resource Management (SHRM) to learn more how interviewers think and the qualities they tag in interviews! We strongly suggest you complete our **Job Interview Magic 2.0 Online Workshop** and learn about the **Top Questions Employers Ask in a Job Interview. Don't leave anything to chance!** (Use Free Password: "jobposting99").

Update the Brief Statement about your key experiences and strengths to reflect your interest in top managerial positions. If you want to your resume to stand out from the rest, don't worry about your education and credentials – focus on your

Key Experiences and Strengths - **maximize your 15 seconds of fame** with a knockout Statement that serves as a Mission Statement for your Dream Job.

This is a **list of high income skills that make you 5 to 6 figures a month**: software development, entrepreneurship, business writing, digital marketing, training or coaching, operations management and supervision and administrative skills.

If you are currently working for corporate America, you need to start thinking like an entrepreneur to increase your value to your organization. Learn about the problems that your organization is facing in the real world and provide solutions.

**Become their "fixer" and start fixing things.** This is your Moment to Shine! Even if your ideas extend outside of your Department, let your voice be heard. Find a problem & fix it and use social media to let people know in your industry that you developed a solution. **People in your field need your “solution”.**

**Start a blog and publish your ideas online.** The goal is the TELL THE WORLD that you are an authority in your field. Create a newsletter that focuses specifically on your expert research and link your resume to your blog and its valuable content. Seek out all the major publications in your field and offer yourself as a guest contributor or guest blogger and share your articles freely in exchange for a link back to your industry blog. Think outside of the box and learn something new about your industry daily. **“Don’t settle” - in every sense of the word.** Don't settle for a mediocre salary. Don't settle for just YOUR job. Learn your supervisor's job. **Be bold and tell your supervisor you want his or her job one day.** Tell them how you plan to earn your spot. They will value your input and if done properly, you'll be the first one considered for an apprenticeship when the time is right!

Here are some basic tips if you want to get hired fast: (1) Don't put everything on there (your resume) and keep it to 1-page in length, if you can, (2) Keep the best stuff in your resume above the first fold in the paper. **Recruiters usually only pay attention to information above the fold,** (3) Paper resumes are simply outdated in today's social media world, you need an online supplement (i.e. a web based resume version with yourname.com and put it on your resume and it should be 100% mobile-friendly) where you can **DOWNLOAD** your current Cover Letter and 1-page resume, (4) Make it easy on the eyes and stay away from fancy formatting and fancy futuristic fonts. Your Resume Cheat Sheet was developed in Century Gothic font (size 12). The Top 3 Fonts for professional resume writing are Helvetica, Arial or Century Gothic and font size between 10 and 12. The employer wants to expend minimal browsing energy per a resume

to make it through the day! Century Gothic is a nice clean font for most industries and it's a favorite among headhunters and recruiters. (5) Your Contact Information should be front, top and center in case the employer skips 80% of your resume because they found **ONE THING THEY TRULY LIKE** and want to offer you a job interview right away (remember to complete your Job Interview Magic Workshop BEFORE your next job interview --- its free!), (6) Your resume needs to be designed for skimming (I.e. increase its skimmability) in as little time as possible and keep it recent and relevant and (7) Even if you feel you don't have the relevant experience, you can spin a narrative in your resume that implies to the employer you're willing to learn and you are ready to DO WHATEVER it takes. Please visit our [\*\*Organic Resume Website\*\*](#) for more help.

**"Learn These Seven Rules to Make Your Resume More Skimmable for Recruiters".**

Don't center any text, left justify section headings and align locations and dates to the right and maximize the effectiveness of the first five words of your bullet items and limit to 2 lines. Have a separate "Skills" Section. Recruiters want to room to breathe/think after reading your resume; be liberal with white space.

Mix up your Word Usage to keep your resume interesting and show the employer real numbers about your impact (i.e. I tailored an ad campaign that was charity-specific and raised 80% more in donations than the previous year"). Any narrative that you use your resume to spin in a job interview MUST be backed up by real world numbers. The employer wants to know from Day One – "what can you do for me?" and "why should I give you this job and not offer it to any one of hundreds of other qualified candidates on my list?" Spin your narrative and they will remember you when it is time to call qualified candidates back for the next round of interviews. The general rule is to keep everything in chronological order (reverse) and highlight EXPERIENCE first (everything above the fold) and EDUCATION second. You can skip dates periodically because employers are more concerned about your graduation than its actual date. If you did any serious job hopping, fill in the gaps. You can use a supplemental statement to explain serial job hopping. If you only had ONE or TWO short-term jobs that focused on non-specific experience, **ELIMINATE them from your resume.**

*In Conclusion, just remember to constantly update your resume and keep it recent and keep it relevant. If you want your resume to look stunning but design skills are simply not your strong suit, get some expert help from the professionals.*

[\*\*Click here to order your Organic Resume.\*\*](#) Your resume is arguably the most important document of your job search. **Don't leave anything to chance!**