



Bibbidi Bobbidi Boo

Resume Tips

Make your career dreams a reality by
transforming your resume today.

fairy career mother



Reaching for the *stars* can seem scary ...

That's where I come in, your Fairy Career Mother, to help make your career dreams come true. You've got what it takes, and it's all inside you. I'm here to draw it out with a dash of magic and a pinch of pixie dust. That's all you need. Your resume is the first impression.

You have *MAYBE* six seconds to capture a hiring manager's attention. These tips are researched and backed by our combined 25 years of professional experience. They're designed to be utilized easily and greatly impact your interview callback success.

If you need more help, please give me a shout. I'll be sure to bring the magic wand! I'm always here for you!

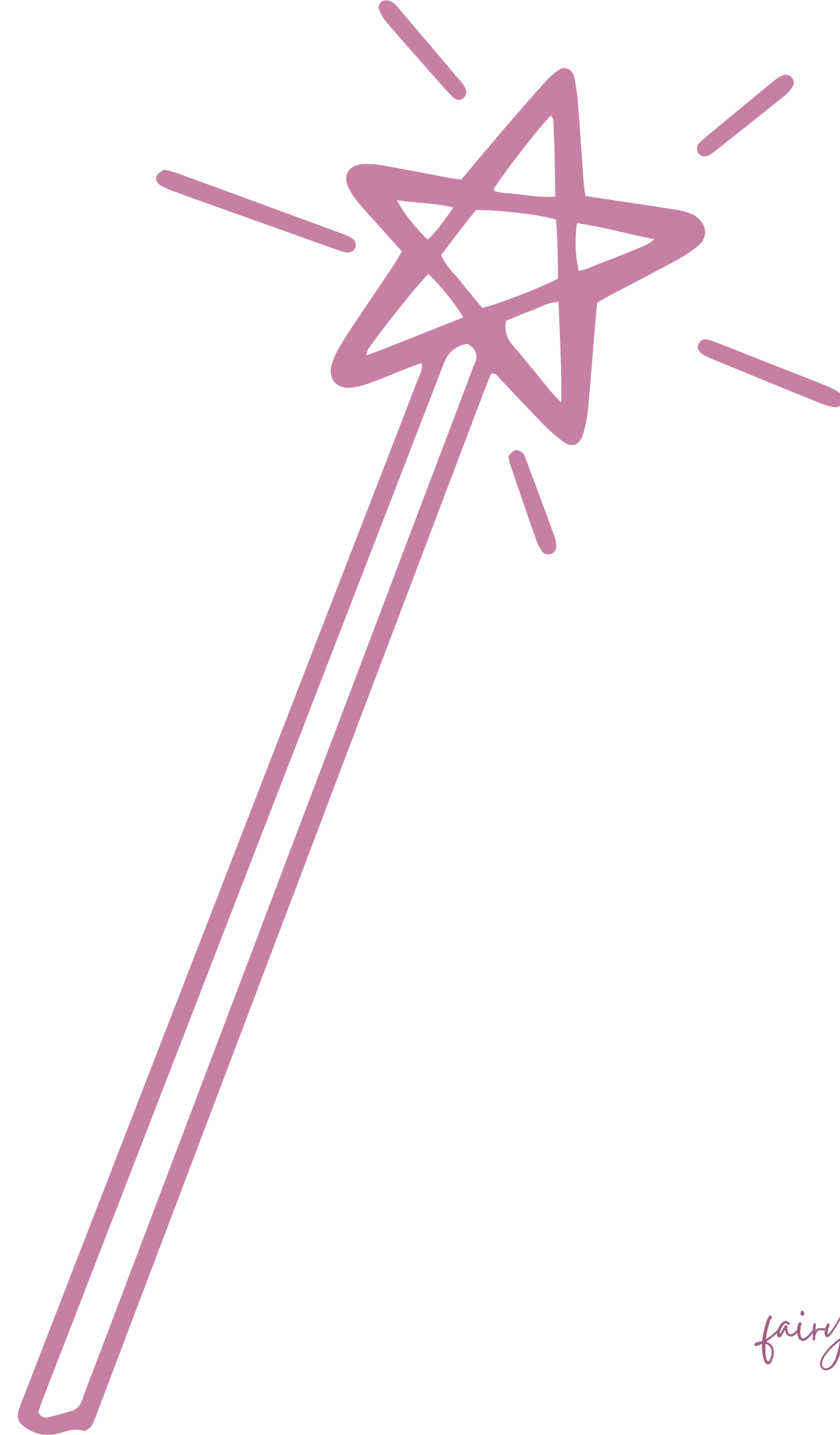
Ash

- Ash Serrano, Fairy Career Mother



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Demystify the Resume: Content

Name & Contact

The name is first and last. No initials. Having a phone, email, custom LinkedIn URL, and city/state would be best. Use the closest primary metro name versus small towns.

Summary

This piece is missing in most resumes we see. This is your secret potion and will make you stand out. This is not an objective. Objectives are out of date. This is to let the hiring manager know why they should hire you. Always write in the third person, and keep it concise.

Experience

Active voice is essential. Pay attention to the tense. Be sure to include a month and year in your durations. Give one overview sentence with 3-5 achievement-based bullets.

Education

Start with your most recent degree awarded. If you have post-secondary education, leave off your high school achievements. You want to put the university, your degree, emphasis, if applicable, and the year you graduated. You don't need to put the month or duration attended.

Skills & Tools

These are a listing of your most relevant and recent skills. Avoid innate attributes, but instead, use what you've gained professionally.

Leave Off

You don't need to put references on the resume. Skip accomplishments, volunteer work, affiliations, or organizational participation over three years old. If you've been out of college for a bit, it's probably time to remove your sorority.

We have this and other modern and professional resume templates at www.fairycareermother.com/resumetemplates

Polka Hontas

Professional Painter of All the Colors of the Wind

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contact

email address
website / portfolio / LinkedIn
phone number
location (city, state only)

skills

Really Awesome Skill 1
Really Awesome Skill 2
Really Awesome Skill 3
Really Awesome Skill 4
Really Awesome Skill 5
Really Awesome Skill 6
Really Awesome Skill 7

tools

Job-Relevant Program 1
Job-Relevant Program 2
Job-Relevant Program 3
Job-Relevant Program 4
Job-Relevant Program 5

education

Year Graduated | MBA
Program Name or Major
Name of Institution

Year Graduated | B.A.
Program Name or Major
Name of Institution

professional work experience

Start Year - End Year or Current

Positional Title (Social Media Manager, etc.)
Company Name | City, State

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Demystify the Resume: Design

Page Count

As a general rule of thumb, stick to one page for under ten years of experience and two pages for more than ten years.

Font

Please use a font of at most 10 pt because it will take much work for the hiring manager to read.

Spacing & Margins

Space out your sections and use white space to avoid crowding. Set your margins to at least 0.5" so that when the hiring manager prints, it doesn't cut off.

Accent Colors

You can use accent colors minimally. You can highlight your job title or your name with an accent color. Choose appropriate colors, like blue or gray. Avoid lime greens, hot pinks, or vibrant purples.

Review

Always get three sets of eyes on your résumé to review. Typos are almost always a dealbreaker.

Doc vs. PDF

We recommend always sending a PDF when applying to jobs because you need help controlling what the hiring manager will see when they open the Doc.

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Polka Hontas

Professional Painter of All the Colors of the Wind

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contact

email address
website / portfolio / LinkedIn
phone number
location (city, state only)

skills

Really Awesome Skill 1
Really Awesome Skill 2
Really Awesome Skill 3
Really Awesome Skill 4
Really Awesome Skill 5
Really Awesome Skill 6
Really Awesome Skill 7

tools

Job-Relevant Program 1
Job-Relevant Program 2
Job-Relevant Program 3
Job-Relevant Program 4
Job-Relevant Program 5

education

Year Graduated | MBA
Program Name or Major
Name of Institution

Year Graduated | B.A.
Program Name or Major
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professional work experience

Start Year - End Year or Current

Positional Title (Social Media Manager, etc.)
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Say the Magic Words

Add some pixie dust to your resume with these enchanting active verbs

Accelerated	Conceptualized	Discovered	Identified	Maximized	Refined
Accomplished	Conserved	Envisioned	Illustrated	Mediated	Researched
Advised	Constructed	Established	Implemented	Negotiated	Simplified
Amplified	Converted	Executed	Improved	Optimized	Spearheaded
Analyzed	Coordinated	Expanded	Increased	Orchestrated	Steered
Arranged	Created	Formulated	Influenced	Overhauled	Storyboarded
Authored	Curated	Fostered	Initiated	Performed	Strategized
Boosted	Demonstrated	Fueled	Instituted	Pioneered	Supervised
Brainstormed	Designed	Galvanized	Integrated	Produced	Translated
Captured	Developed	Generated	Launched	Published	Upgraded
Centralized	Directed	Guided	Leveraged	Redesigned	Visualized

Job Search Abraca-Checklist

Use this checklist as you prepare for your job hunt



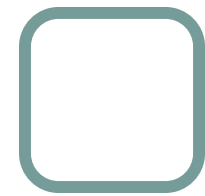
Upgrade Digital Presence

- Privatize all your social media accounts
- Update your LinkedIn profile



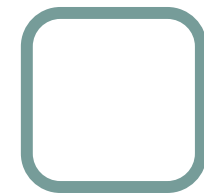
Create a Stellar Cover Letter

- Find cover letter inspo online
- Write a tailored cover letter every time



Use your Network Well

- Let your circle know you're on the hunt
- Do informational interviews when you can



Prep for your Interview

- Do your research and prepare questions
- Have Thank You emails ready to go



Review your Resume

- Refresh your résumé for this search
- Use the Bibbidi Bobbidi Bloom guide



Do a Wardrobe Check

- Dress appropriately for the industry, even virtually
- If in person, lay off the perfume

