

## Welcome To Your Resume Review

**Resume Reviewed:** Robert Smith

**Target Career:** Retail Management

**Reviewed By:** Amy Gies

**Review Date:**

## A Note from Your Reviewer

Thank you for allowing me to review your resume. My name is Amy Gies and I am a professional resume writer who has written thousands of resumes. I'm certified by the PARWCC and specialize in writing resumes for professionals with a variety of backgrounds, from entry-level to executive.

I've spent some time reviewing your resume and have several improvements I'd like to share with you. My review will focus on how to best highlight your experience and education for your target job. From the information included, I understand that you are targeting a **retail management position**.

My review is intended to give you a professional assessment of your resume based on what employers are looking for in today's job market. Please keep in mind that I'm going to be looking at it from a hiring manager's perspective. All my comments are meant to help you write the best resume possible – one that will enable you to get the interview and the job!

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## Your Resume's Organization

I think your resume is well organized. You're using a Chronological format, which is exactly what you should be using given that you have a **solid work history in retail**.

## Grammatical Errors in Your Resume

Overall, you've done a good job and have no spelling errors in your resume. However, I've noticed some grammatical errors in your resume. This is definitely hurting your chances of getting a job. The bright side is that these are very easy to fix. Here are just a few examples I found in your resume:

In Experience with Papa Johns Pizza, you wrote:

- Maintained inventory levels, And cash control.

***Reasoning:*** Extra comma as well as the word "and" being capitalized.

**CORRECTED**—To be used as a bulleted statement:

- Ensured optimal inventory and cash control by analyzing buying and supply trends.

In Experience with Papa Johns Pizza , you wrote:

- maintained employee schedules and accurate sales projections.

***Reasoning:*** First word of bullet statement is not capitalized. Break in logic on the latter part of the bullet.

**CORRECTED:**

- Research and identify current market trends to maximize staff productivity by creating employee schedules and accurately forecasting sales.

**A few resume grammar rules to follow:**

1. Capitalize the beginning of each sentence and proper nouns only.
2. Commas are usually for listing several items related to an action and not meant to discuss a different topic within the same statement.

## Resume Improvements – Section by Section

### Career Overview

Robert, it's time to show off your skills! This section is the first thing that a hiring manager will read at the top of your resume. To really make a powerful first impression, I would recommend the following:

1. Create a comprehensive paragraph consisting of 3-5 sentences first describing your overall professional experience and then describing specific skill sets you want to highlight to a hiring manager.
2. Ask yourself, "What do I want the employer to remember about me?"

Here's an example to start with:

"Results-driven store manager with more than 3 years experience in large-scale retail chain environments. Drive business development by identifying market trends to create sales opportunities. Possess excellent team leadership, financial administration, customer relations, and marketing skills."

### Core Strengths

This section is meant to be concise.

- Reduce this section to **6 bullet points in 2 columns with 3 bullets each**.
- You want to touch on the keywords or skills that a potential employer is looking for in a candidate, and list them in a bulleted list with **2-3 word descriptions**. For example, instead of "General store management", use "**Store Management**". Instead of "Enthusiastic developer of good relations with clients", use "**Client Relations**". Instead of "proficient with handling large sums of money", use "**Cash Control/Inventory Control**".
- Lastly, remove items that are not in line with your current scope of a management position, such as "multi-line phone usage" and "courteous demeanor", which is implied with the client relations skill.

### Accomplishments

Accomplishments tell a hiring manager how you achieved above expectation on a job, which is exactly the type of proactive candidate most employers are looking for.

- Take the actions you did that go above and beyond the job description and **create statements as actions/results you have achieved** for an employer, listing the data to back it up, (i.e., Generated \$12,500 in additional revenue by...) OR (i.e., Achieved 22% sales growth in a regional territory through...).

- In your case, **take out the italicized headings** since they are hard to differentiate from the bulleted statements because they begin with bullets. This makes it look like you have a one-word bullet that's incomplete.
- **Remove the statements that have no data** to back them up and put them in the appropriate employer heading in your Work Experience section.

#### **In Accomplishments you wrote:**

- Handled high volume sales with cash, credit and gift card transactions, balancing cash draw at end of shift with 100% accuracy rate.

***Reasoning:*** Put the numerical value at the beginning of the statement to immediately capture the hiring manager's attention. Take out "balancing cash drawer at end of shift" since this is more a job responsibility than an accomplishment.

**CORRECTED—To be used as a bulleted statement:**

- Achieved 100% accuracy rate for high volume cash, credit, and gift card sales.

#### **Experience**

You did a great job listing your responsibilities beginning with action verbs. In order to best present your experience to a hiring manager, use bullet points in the resume. **Each bullet point should be a complete sentence – about one line. Avoid paragraphs,** if you can, since they bury information and make it hard to see what you've done.

I noticed you have a statement with a percentage of growth in sales you've achieved in your current experience with Papa John's. This should be rewritten to highlight the percentage growth, "**Grew sales by 25% through....**" And put into the Accomplishments section. This is a significant achievement!

#### **Your Resume's Formatting**

I think you've chosen a resume format that presents your experience well. Good choice! Make sure the pages print with the Work Experience header appearing on page 2. Leaving the heading name with no information underneath it on page 1 makes it seem cut off somehow and doesn't flow well.

#### **Resume Builder Tool Tip:**

Just a friendly reminder, when you're ready to print your resume using Resume Builder, make sure that your resume fits on 1-2 pages. To do this, you'll need to download your resume and open it up in the format you wish to use.

## Conclusion

I hope you've found this review helpful. You clearly have valuable skills to offer a potential employer, Robert. All you need is a resume that effectively describes your strengths.

By following the steps outlined in this review, you'll have a resume that is complete, looks professional and will serve you well in today's competitive job market.

I wish you all the best in your job search.

Best Regards,

*Amy Gies*

Professional Resume Writer

## Next Steps

- **Fix your resume – Go to MyResumes in Resume Builder**
- **Get your resume written by a professional**
- **Post your resume instantly to job boards**
- **Send your resume to recruiters in your industry**