

IS YOUR RESUME “RECRUITER FRIENDLY” 2020 AND BEYOND?

Times have changed and your all-important resume needs to keep up with the times. If your resume is outdated, hard to read, full of acronyms or messy, it will not pass the “recruiter friendly” test.

What does a “recruiter friendly” resume look like in 2020 and beyond? We’ve collected the best advice for how to create a resume that will stand out and land you that interview.

YOUR RESUME 2020 & BEYOND



USE A SUMMARY STATEMENT

Goals and objectives are outdated and should be replaced with a **summary of skills** and how you add value to a new company.

KEEP THE FORMATTING SIMPLE

Contact info to include full name, email address (save the casual email address for personal use), phone number and LinkedIn profile. Okay to add city and state, leave off your street address.

Section headings should be clear. To make them stand out use bold type, capital letters and a different color.

White space ... give your resume room to breathe. A cramped resume is hard to read.

Fonts and fancy formatting are for party invitations, not resumes. Stick to one or two fonts, limit italics (they are hard to read).

1

Jerome Reese
000-222-5533 |jerome.reese@domain.com
Linkedin.com/in/jeromereese55

2

Seasoned Quality Assurance professional experienced in multitude of food manufacturing environments including plant, corporate, and contract locations. Skilled in directing product quality assurance programs with focus on meeting quality and regulatory standards.

PROFESSIONAL SKILLS

HACCP
GMP Training
Supplier Quality

Quality Audits
Quality R&D
Cost Savings

New Products
Reformulations
Ingredients

Contract Operations
Regulatory Compliance
Statistical Process Control

PROFESSIONAL EXPERIENCE

Good Food Company, Seattle, WA — Quality Systems Manager

SEPTEMBER 2016 - PRESENT

- Directed Regulatory Compliance, Quality Systems, Food Safety Programs, and Sanitation Systems.
- Provided team stability and empowerment by utilizing Lean tools and co-discovery for direction setting. This netted a cost neutral year over year spend while adding 5 head-count.
- Planned, developed, and deployed via a cross-functional team, a new system for HACCP verifications on the plant floor. Restructure has allowed reduced complexity and lower failure rates; failure rates dropped from 1.6% to 0.4%.

4

National CPG Foods, Chicago, IL — Quality & Food Safety Manager

APRIL 2010 – AUGUST 2016

- Department head for all Quality, Product Safety, Regulatory Compliance & Sanitation.
- Strategically develop with the QFS Team over 25+ Quality and Product Safety programs. Two years met KPI's for facility and have exceeded expectations in several.
- Reduced quality hold dispositions by 42% from 2012 to YTD 2013 by working through operations information flow and conducting kaizen events

EDUCATION

University of Chicago, Chicago, IL — *Bachelor of Science Degree in Food Science and Technology*

VOLUNTEER EXPERIENCE

MAY 2013 - PRESENT

Meals on Wheels, Volunteer
Lead Habitat for Humanity projects Seattle, WA

6

5

KEY SKILLS

List your key **professional or technical skills** in their own section. This section is highly customizable and should match the requirement of the job description. **Yes, this means you will have several resumes if you apply for several positions.*

ORDER OF EXPERIENCE

Reverse chronological order is preferred by recruiters.

10 years of experience is enough (unless a job prior to that is more relevant).

ACCOMPLISHMENTS

Hook your reader into wanting to read more. Lead with solid achievements and save details for later.

Accomplishments should be relevant and include powerful action words. Gain access to “Powerful Action Words That Will Make Your Resume Shine.” Learn more: [Resume Coaching](#)



VOLUNTEER EXPERIENCE

Listing volunteer work or other interests can add personality and may help highlight transferable skills.

EDUCATION, CERTIFICATIONS AND ADVANCED TRAINING

Leave out non-related degrees, or simply list the degree and institution.

Add relevant certifications and advanced training.

Your GPA is not necessary.



BONUS POINTS

Proofread, proofread, proofread. Then proofread again.

Watch those typos! Be consistent with formatting. Pay attention to every detail.

Get a professional, experienced critique on your resume.
Contact us at: bit.ly/ContactDorigan