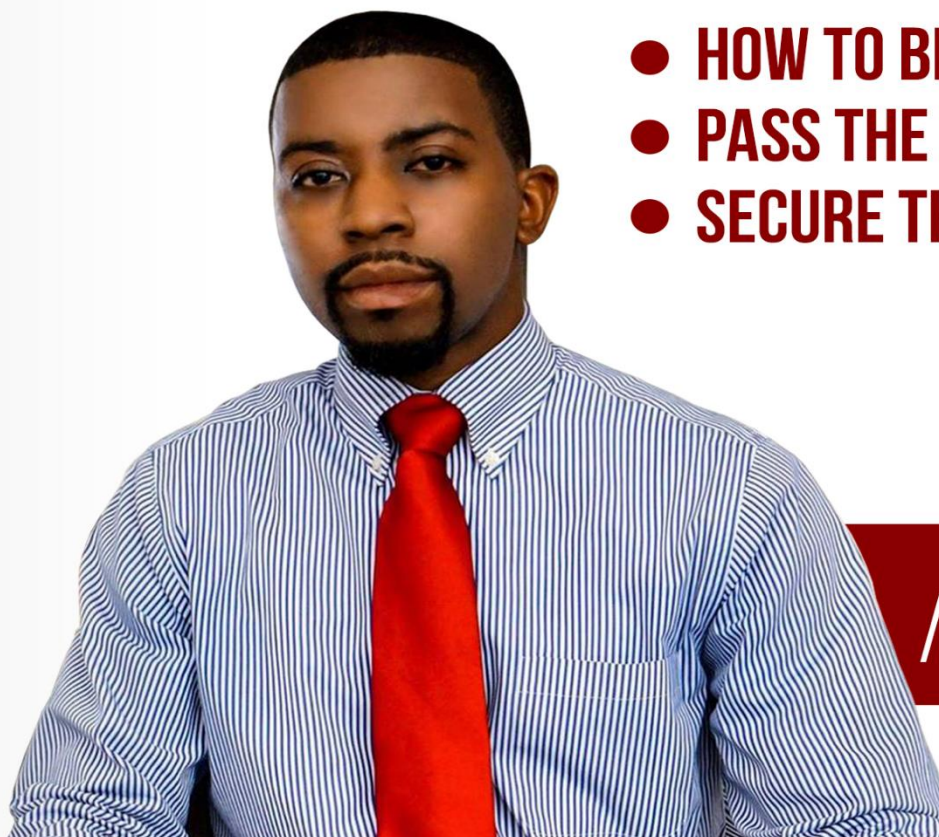**Results** Driven Resumes
'Hypnotic-Language-Infused' Professional Resumes'

Presents

THE #1 RESUME WRITING SECRET!

- **HOW TO BEAT THE ATS!**
- **PASS THE 7-SECOND EYE TEST!**
- **SECURE THE JOB INTERVIEW!**

Marc Hall

www.resultsdrivenresumes.com

Houston's #1 Resume Writer Spills His Most Powerful Secret!
...And it's so SIMPLE, You'll Kick Yourself After Learning this!

"Discover The #1 Resume Writing Secret to Winning the Job Interview EVERY TIME You Apply! Takes Just 5 Minutes - 100% Guaranteed!"

Only .1% of the world's TOP Pro Resume Writers know this POWERFUL secret!

Table of Contents

Greetings from Marc Hall!

Congratulations on making the wise decision to transform the way you apply for jobs!

You're about to discover **the #1 resume writing secret to winning the job interview every single time** you apply just by taking ONLY 5 minutes extra of your precious time!

This book is reference guide that is going to teach you EASY step-by-step concepts rather than going into every single detail you will ever need to know in writing a resume.

This simple secret will quickly set your resume WORLD's ahead of the masses regardless if you're an entry level 21-year-old student or a *high-level 6-figure executive with 25+ years' experience!*

My name is Marc Hall, and I'm the owner and operator of one of the most efficient professional resume writing services in the United States called **Results Driven Resumes** (www.resultsdrivenresumes.com)

After hundreds of client's testimonials, **5-star reviews** and an unprecedented 100% success rate over the past several years, I'm considered by many to be Houston's #1 resume writing expert!

Check my 100% REAL testimonials by visiting www.resultsdrivenresumes.com/index.php/testimonials.

I put this extremely **POWERFUL** tutorial together because I'm sick of watching thousands of people fail miserably with their resumes each year. Most people don't realize that you don't have to struggle with pathetic resume results. There is a way you can use your resume to get the job interview nearly every single time you apply using my little secret.

This is the same TOP-SECRET info that world-renown Resume Writers and award-winning Career Consultants have charged clients $10,000+ per seat in fancy 2-day seminars!

If you already have a resume, especially a professional resume or at least a decent resume, this secret will teach you exactly what you need to know to make it soar getting you interviews every time you apply!

If you need additional help after reading this book, feel free to email me your resume at marcus@resultsdrivenresumes.com for a full **100% FREE consultation** in which I will break down where your resume is WEAK and where its strong so that YOU know exactly what to fix and how to fix it!

You can also give me a call directly at **281-883-6465**. This is my cell and as you can imagine, I'm a VERY busy man so be patient as I will get back to ALL inquiries as quickly as possible. ☺

Sincerely,

Marc Hall

The Infamous Resume Writing Expert!

The #1 Resume Writing SECRET!

So, what is The #1 Resume Writing Secret?

The #1 Resume Writing Secret is to simply create a custom-tailored, 100% laser-targeted resume specifically for every single job that you apply using my PROVEN formula that allows you to easily customize your resume for each job in less than 5 minutes each time!

There's an EXACT science to using your resume to land FLOODS of job interviews on demand and I have cracked the code!

*It doesn't matter if you **spent $2,000+ or more on a resume** from one of the world's BEST experts or if you literally threw something together at the last minute and had no idea what you are doing.*

You will NEVER have consistent success without knowing this secret. Initially, you must change the dynamic of your resume.

This could take a few hours of your time, but after you have done this, it will be easy to customize it to WIN every interview from here on out!

This is a very simple and straight forward SECRET that SOLVES 3 SERIOUS problems.

Problem #1 – Passing the ATS

This SECRET guarantees that your resume will be able to **CONQUER** the ATS *(I'll explain what this is very soon)* automatically every single time!

Problem #2 – The 7-Second Eye Test

This SECRET guarantees your new resume will also be able to easily pass the *7-second eye test (Again, I will explain what this later)!*

Problem #3 – Securing the Interview

This SECRET will allow YOU to literally FORCE employers to give you FLOODS of job interviews on demand nearly every time apply for the position of your dreams!

*You're probably scratching your head right now wandering **"How is this a secret?"** Sounds obvious huh? Well, it's much easier SAID than DONE.*

Think about it.

It's no different from saying that to earn a million dollars this year, all you need to do is get 100,000 people to give you $10 or saying you **could lead the NBA in scoring if you just simply score more points than everyone else.**

Sure, it's a simple concept, but I'm going to show you how to achieve this, **FAST**!

Here's what you want to do.

You want to create an atmosphere with your resume in which your resume can **IMMEDIATELY PROVE** to the hiring manager that you are an EXACT and PERFECT match for what they need.

The job descriptions and especially job postings that companies use is usually 100% spot-on in terms of exactly what they are looking for in an employee for that specific position.

No matter where they glance at your resume, it must have the exact information that they need whether it's the experience, skills, education, summary, etc.

No matter where they scan your resume or how they scan it, you will catch their eye and instantly PROVE that your resume is the one they NEED.

It's not about them GIVING you an opportunity.

Getting hired should be a mutually beneficial ordeal in which neither party is GIVING anything but better yet GAINING something.

They are **GAINING** the PERFECT employee and you are GAINING the perfect position for your skills and abilities.

Make sense?

Every single job is DIFFERENT from the next. Sending out the SAME resume to multiple jobs that are NOT the same job, is the BIGGEST failure that you can make!

Never, EVER do this!

However, spending hours and hours ATTEMPTING To customize your resume for each specific job that you apply is also a big fat NO-NO!

Why?

Because chances are, you don't know what you are doing, and you are just wasting your time because it still won't work!

You are about to discover the very simple way to customize your resume for each job only **AFTER** you have put in the initial preparation work to easily customize your resume in less than 5 minutes for each specific job.

There will need to be many similarities from the job posting in your actual resume in all 3 of the main sections without being dishonest.

<u>Remember, if you get the interview by exaggerating or flat out being dishonest, this won't help you.</u>

Creating and customizing a resume for each job is like an open book test.

The answers are literally right there in front of you.

Everything you need to know to customize your resume is already in the job description, industry description, and your work history.

You just need to learn what to pick out, what you should use, how to use it and when to use it.

After you **MASTER** this secret, you can literally tell the hiring manager <u>WORD</u> for <u>WORD</u> what they want to hear based on their job description while telling the truth about the incredibly positive impact that you will bring to the table based on your knowledge, expertise, skills, educations, abilities and experience.

<u>All of this is done by using the #1 resume writing secret to overcome the 3 most common problems</u>.

Problem #1 – Passing the ATS

What is the ATS?

An **ATS (Applicant Tracking System)** is the online resume filtering technology that singlehandedly determines whether your resume will be seen by the hiring manager.

This **customized software program** is designed to automatically be able to sort through thousands of resumes and decide which are the best fit for the job listing/description and which are not.

More than 90% of employers and major online job portals use a variation of this technology while recent studies show that 92% of resumes don't have what it takes to pass the ATS, thus never being seen by the hiring manager.

This is the main reason when you don't get a response back.

Most people believe that all they need is a professionally written resume with matching skills, experience and expertise as the job posting calls for.

WRONG!

The ATS is based off keywords used, keyword positioning, layouts, fonts, colors, wording, job description similarities and multiple other factors.

Screw up in just one of these areas and your resume instantly gets thrown in the trash pile forever!

How the ATS Funnel Works:

When a company uses an ATS, the majority of candidates are knocked out of the running before a human recruiter ever sees their resume. This means that it's critical to create an electronic resume that is ATS-friendly.

**Here's what the application process looks like
when an ATS conducts the first round of screening:**

100 jobseekers
complete the application process and are run through an ATS

25 applications
make it into the hands of a recruiter

4 to **6** candidates
are invited to interview

1 to **3** do second
round interviews

1
candidate gets
the job
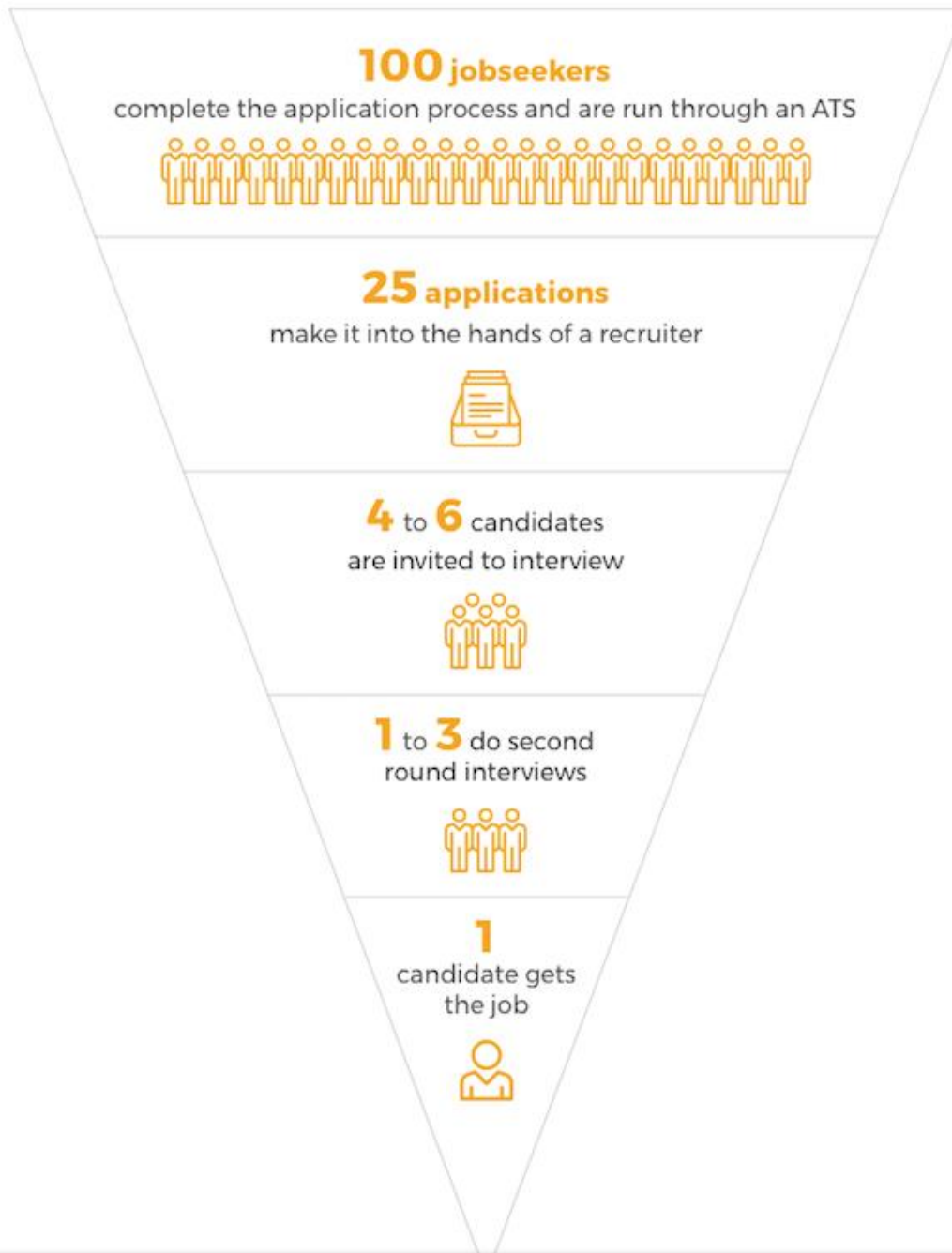
Here are the main factors that the ATS look at:

✓ **Resume Layout**	✓ **Keyword Abundance & Usage**
✓ **Font Sizes, Types and Colors**	✓ **Matching Details from Job Description**

How do You Pass the ATS?

First thing is to make sure that you have a layout that is ATS friendly. It's actually VERY simple to beat the robots even though more than 85% of resumes continually fail because of this SIMPLE issue.

Tip #1 - Items to Consider

- ✓ No one rule fits all for all ATS – **ATS are FOREVER evolving**.
- ✓ The items on this tip sheet fit many ATS systems.
- ✓ ATS eliminates most **QUALIFIED** candidates and we <u>CANNOT</u> avoid it.
- ✓ Be careful with formatting, capitalization, grammar, fancy characters, graphics, and tables.
- ✓ Include all relevant information about the job you are seeking.
- ✓ **Include keywords and phrases throughout the resume.**
- ✓ Ensure your resume is readable by both <u>HUMANS</u> and <u>COMPUTERS</u>.
- ✓ Modify your resume for EACH job that you apply.

Tip #2 - Resume Formatting

Avoid Tables, Word Boxes, and Special Graphics

Do not put critical information to be read in a **Microsoft Word** header or Microsoft Word footer.

Many **ATS** systems cannot read text correctly or place information in the proper fields if you use these types of formatting tricks.

Pie chart with age groups: 75+ 5%, 65-74 6%, Under 19 26%, 55-64 11%, 45-54 11%, 35-44 12%, 25-34 17%, 20-24 11%
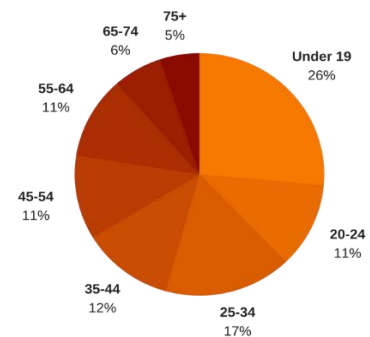
Create Files Using Microsoft Word 2003

<u>No need in most cases to use ASCII files, since most ATS systems can read Word 2003 files.</u>

Some ATS systems and/or corporate users cannot read **Word 2007** and later files since they use 3rd party systems to read the files or their companies have not upgraded yet to new versions of Word. **PDF files** may not be read correctly with the right text assigned to the right section (see below).

Resumes Can be <u>VERY</u> Long!

There is no need to limit resumes to 2 pages.

It is more important to have all the required information and keywords in the resume.

Computers and ATS systems do not care how long resumes are. If a resume is selected by the ATS system, a hiring manager is much more likely to read it all if the summary is compelling.

Tip #3 - ATS Section Requirements:

Use standard header names for each section.

Contact Information:

Put at the top of resume.

Include **Name, Address, City, State, Zip, Phone Number, Email Address** at the top of the resume. (Many ATS select candidates ONLY from the local area and will eliminate candidates without zip codes at least. Use address in area applying for jobs if not looking for relocation expenses.)

Career Summary:

Include the headings **"Professional Profile"** or **"Summary."** Include the title of the job you are seeking from the announcement, including keywords if possible. Make it readable. Can include a skill list with keywords.

Experience:

For the work history section, use the heading **"Professional Experience"** on your resume.

- ✓ Use a Reverse Chronological format.
- ✓ *Enter in the Company's City and State.*
- ✓ Enter in dates, including Month and Year.
- ✓ Use Formal Titles for each position held.
- ✓ For each job enter in the Company Name with **"Company"** after the Company Name.
- ✓ <u>**Write duties and accomplishments with keywords and phrases from the announcement.**</u>
- ✓ Repeat keywords from position to position to score higher and show more experience.
- ✓ Spell out each acronym at least the first time and put the acronym in parenthesis after full words.

So far, I've mentioned **"Keywords"** several times. Don't worry, I will go into much greater detail on EXACTLY what these are, where to find them, and how to use them on your resume.

Education:

Use **"Education"** heading. Type full name and abbreviation for the degree, major, school name, location. Optional information may include the degree date and GPA. Enter any honors.

Training:

Use **"Training"** heading. Type in names for all related training courses.

Certifications:

Use **"Certification"** heading. Type in all certification information.

Skills:

Some ATS take skills. Use a **"Skills"** heading. Type in related skills. Note these skills and put them in a LinkedIn profile.

Tip #4 - Keywords and Phases:

Many ATS systems score resumes based on Keywords and Phrases.

To score highly, a resume must include these items. In addition, humans can search for resumes based on these Keywords and Phrases to find suitable candidates.

Find Keywords and Phrases.

- Read job announcements and select all keywords and phrases in the announcement (even those that may make no sense)

- Use O*Net to look up career fields and find keywords (www.onetonline.com).
- Analyze group of announcements and create a **Word Cloud** (www.wordle.net) to select keywords

Again, there will be more about finding keywords later in this manual.

Incorporate Keywords and Phrases

Take every duty and requirement in the job announcement or tasks and knowledge in the **O*NET** job description and turn it into a question.

Add a phrase such as:

- "What is your experience in…" or
- "How have you demonstrated your ability in…" or
- "How have you used your skills or knowledge in…

…to the front of each duty or responsibility to create questions.

- Add a question mark to the end of each sentence.
- Ask yourself if you have done this and which jobs. If so, see if the applicant has accomplishments.

Create a questionnaire with a question for each keyword and phrase identified - and answer the question with the following items:

Have you done this?

✓ **Background:**	✓ **Budget:**	✓ **Which Job:**
✓ **Challenge:**	✓ **Number of users:**	✓ **Technologies used:**
✓ **Action (steps):**	✓ **Who interacted with:**	✓ **Number of people supervised:**
✓ **Role:**	✓ **Awards (if any):**	✓ **Accomplishments**

Include the keyword and phrase in the resume:

I recommend using the following format for accomplishment statements in the resume:

> <**Accomplished what**> by <describe what was done> through using <technologies list>.

- Use keywords and phrases from the announcement in this statement for describing what YOU did and the technologies list. Use as many as you can.

- If you used a keyword or phrase in a job – but don't not have an accomplishment for the keyword, include the keyword or phrase in the job duties above the accomplishments in the job experience entry.

- **List skills in the header using the keywords and phrases.**

Do **NOT** use tables for the skills.

For missing keywords and phrases from your background – if it is not an absolute requirement for the job, add the following to the summary

- Capable of learning/performing the following functions:

<list the keywords and phrases the you don't currently have in their background>.

Problem #2 – The Employer's 7-Second Eye Test

What is the 7-Second Eye Test?

The 7-Second Eye Test is what more than 95% of Hiring Executives, HR Managers and Senior Level Recruiters use to determine if your resume INSTANTLY goes into the trash pile or not.

Here's the deal.

Your resume has ONLY 7 seconds to capture the reader's attention. Failure to do so gets your resume tossed into the garbage pile to never be looked at again by the hiring manager.

How do YOU Pass the 7-Second Eye Test?

This is when the resume needs to be more than just an ATS friendly look and the right keywords.

Although those things will help, your resume might still be terrible in terms of professionalism, attractiveness and what I like to call the **"WOW-Factor"**. This means that your resume is going to have to catch the employers eye and peak their attention within SECONDS of looking at it.

✓ **Needs to** be attractive and give off the WOW-factor

✓ **Needs to** be well written.

✓ **Needs to** show that you HAVE, or CAN do what the job description is asking

Problem #3 – Securing the Job Interview

How do I Secure the Job Interview?

No matter how **INCERDIBLE** your resume is, most top resume writers are still being dishonest with you.

What they won't tell you is that using the same resume for multiple different positions, at multiple different companies in multiple different industries is a TERRIBLE idea.

I've said this before in the manual, but I will continue to say it because this is what the #1 Resume Writing Secret is all about.

Since your resume needs to be CUSTOMIZED for each specific job YOU apply, most professional resume writers want YOU to keep coming back to them for MINOR updates that you should be able to do yourself if your resume is written properly costing you MORE money in the long run.

My resume formula allows you to easily customize your resume for each specific job in less than 5 minutes giving YOU an 84% chance of being contacted back for an interview every single time that you apply!

The purpose of the resume is to **CONVINCE** the hiring manager that YOU are an exact and **PERFECT** match for what they are seeking according to their job posting.

Your resume should PROVE this without being misleading or dishonest and that's exactly what we do with Results Driven Resumes.

YOU don't have DAYS or even HOURS to waste on customizing a specific resume every time that you apply for a job.

This is because you know that until now, there was a <u>STRONG</u> possibility that YOU will never get a response back after applying.

Using the resume formula that you are going to learn, you can customize in just 5 minutes time!

The is the <u>MOST IMPORTANT PART</u> of the Process!

Many think the most important part to getting the interview is passing the ATS, but customizing your resume is the <mark>**MOST IMORTANT**</mark> part of this process because this is where you <u>**CONVINCE**</u> the employer to grant you an interview.

- ✓ ***Needs to*** have lots of *QUANTIFICATION*!

- ✓ ***Needs to*** show lots of measurable results!

- ✓ ***Needs to*** use the <u>PAR method</u>!

I'm going to teach you how once you have done these things, you can run your resume through an ATS scan and make sure that it scores a **PERFECT** score and if not, you can tweak what its telling you to tweak and you will be good to go.

Are You Qualified for the Job?

This is a very important question that you need to answer immediately when deciding which job to target.

We don't want to waste time applying for jobs that you are **NOT** qualified to do.

<mark>**Here's a very simple and quick way to immediately determine whether you are qualified for the job in just 30-60 seconds.**</mark>

First off, narrow down your job search if you haven't already. Only search for specific jobs that fit the criteria that you are seeking.

For example:

If you are a **warehouse worker**, only search for those types of jobs. Once you find the job, look at the job description. If you're a warehouse worker, there's no reason for you to be looking at jobs in Information Technology or the medical field.

Make sense?

It will normally say **"Qualifications"**, **"Description"** or **"Duties"**. Take a good, quick and hard look at what's expected of you if you were to get the job.

Assuming you already have it and then ask yourself can you REALLY do the tasks that they are asking?

It doesn't mean that you must currently be able to do EVERY little task that is on their list, but if you can do or believe that you can do at least 50% of what they are asking, I would say go for it!

<mark>**As far as I'm concerned this means that you ARE qualified!**</mark>

Don't waste a lot of time on this. Remember, either the description fits your skills and experience, or it doesn't.

If so, **APPLY**. If not, move on to the next job posting.

The Preparation Work

The first thing that you are going to have to do is to change your resume so that the entire resume is easily customizable. You see, the way that it works is initially it will **take longer than 5 minutes** to get your resume up to par with my system.

Once you have completed this simple step by step process, you will easily be able to customize your resume anytime that you'd like.

Although a very simple process, many people choose to have www.resultsdrivenresumes.com to initially write or revamp their resume so that they can be 100% certain that the resume will work and that it can easily be customized in 5 minutes or less for each job listing.

<mark>Thousands of other have chosen to go this route and they are VERY satisfied with the results.</mark>

You can view HUNDREDS of testimonials at: www.resultsdrivenresumes.com/index.php/testimonials.

However, if you prefer to write your own, that's fine also.

This isn't a guide in which I will give every little detail on writing a resume, but I will however show you how to customize it to fit the needs of being able to use **The #1 Resume Writing Secret** so that you can land floods of interviews.

In the next several sections, we are going to go over a checklist of what each of the sections of your resume should have.

Ignore that fact that I might be using a different layout, font or other small details from your resume and pay close attention to the main message and concept.

<mark>Once you have gotten the main concept, you are GOOD to go!</mark>

I'm going to go through the main sections of the resume and let you know what it should consist of for you to be able to do the following **pass the ATS**, **pass the 7-second eye test** and **secure the interview**.

Building a Successful Resume

Here's the basic layout for a resume that will work EVERY TIME.

FIRST LAST
Address | City, ST Zip | Phone | name@isp.com

Summary
TITLE OF POSITION APPLYING FOR
Modifier 1 | Modifier 2

Enter your profile here – describe your background either in bullet style or using a paragraph. Use keywords.

Skill | Skill | Skill | Skill | Skill
Skill | Skill | Skill | Skill | Skill
Skill | Skill | Skill | Skill | Skill
Skill | Skill | Skill | Skill | Skill

- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.

Capable of doing <keywords not in other parts of the resume>.

PROFESSIONAL EXPERIENCE

Job Title 1, Company 1 Company, City, ST   mm/yyyy – mm/yyyy
Describe company
Type a paragraph or more of job duties, include keywords.
CATEGORY 1
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
CATEGORY 2
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.

Job Title 2, Company 2 Company, City, ST   mm/yyyy – mm/yyyy
Describe company
Type a paragraph or more of job duties, include keywords.

- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.

Job Title 3, Company 3 Company, City, ST   mm/yyyy – mm/yyyy
Describe company
Type a paragraph or more of job duties, include keywords

- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.

Job Title 4, Company 4 Company, City, ST   mm/yyyy – mm/yyyy
Describe company
Type a paragraph or more of job duties, include keywords

- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.

Job Title 5, Company 5 Company, City, ST   mm/yyyy – mm/yyyy
Describe company

Type a paragraph or more of job duties, include keywords

- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.

Job Title 6, Company 6 Company, City, ST   mm/yyyy – mm/yyyy
Describe company

Type a paragraph or more of job duties, include keywords

- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.
- <Accomplished what> by <describe what was done> through using <list technology>.

Previous experience: Job Title 7, Company 7; Job Title 8, Company 8

EDUCATION

Degree in Major, University Name, City, ST, mm/yyyy, GPA 3.xx/4.0, Graduation Honors

TRAINING

List training here

CERTIFICATIONS

List certifications here

SKILLS

List skills here

A successful resume needs some basic components or sections which will include the following:

- ✓ A Professional, ATS Friendly Layout
- ✓ Career Summary
- ✓ Professional Experience Section
- ✓ Professional Skills List
- ✓ Education and Training

All resumes should have these components to be successful.

Next, you are going to learn how to be successful in these areas in preparation of using the #1 resume writing secret.

Resume Layout

The first step is choosing the proper layout or design for your resume. Not sure what yours currently looks like, but let's just keep it very simple!
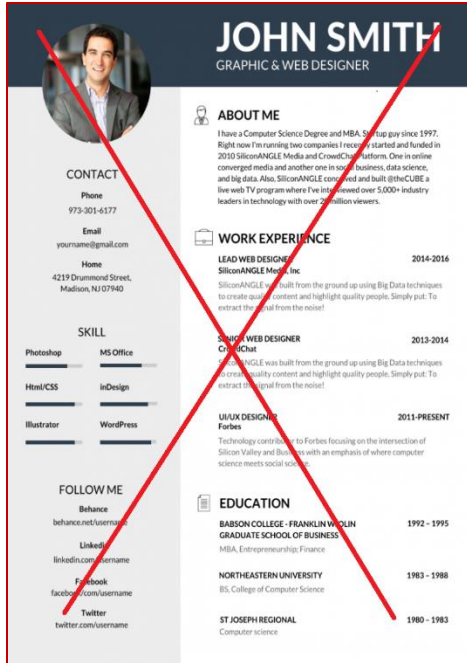
NO need to reinvent the wheel with all those fancy fonts, layouts and all the colors and pictures.

Sure, you want your resume to be as attractive as possible, but let's just go with what works.

Here are some very simple design resources that will work perfectly fine.

Use these because they are all ATS-Approved.

The fonts, layouts, positioning, etc are all good and perfect for passing the ATS and the style is strong enough that it won't be the reason that a hiring manager throws it into the trash pile during the **7-second eye test**.

You can either download one of the free layouts using the same fonts and positioning as the samples or you can simply recreate them yourself if you'd like.

It's totally your choice.

Go to www.resultsdrivenresumes.com/index.php/freeresources.

Using one of these templates or using a template that is very similar even if you just choose to change your resume to be similar, will work just fine.

Career Summary

The career summary of your resume is VERY important.

Some people disagree to the point of leaving it off their resume, but I personally believe it might the single most important part of the resume especially when it comes to passing the 7-second eye test.

The **Career Summary** is always located at the very top of the resume as the first thing that the hiring manager will see.

It basically serves as a nice bold headline that needs to grab the reader's attention.

It can be anywhere from 4-5+ lines/sentences long in the form of a paragraph or in the form of bullets.

The choice is yours.

It summarizes your career, skills, experience and accomplishments. For many hiring managers, this is perhaps the ONLY thing they will view so you must make it count.

Its easiest to do this part last so that you can literally **SUMMARZE** and highlight **ONLY** the key content that stands out in your resume.

Experience

Many people like to simply cut and paste the job duties onto their resume directly from the job description and this DOES not work very well. NEVER do this.

I'm going to show you the PROPER way to do this so listen very closely.

1. Use Action Verbs

When writing the work experience, always begin your bullet point details with an action verb.

A powerful action verb places you as an initiator of action, which leaves a positive impression on the reader.

Rather than beginning a description with a passive-sounding description such as **"Worked on creative projects to teach children,"** it is better to start off using an action verb such as **"Designed and implemented a creative arts curriculum for elementary school children."**

Try to avoid starting off descriptions with **"Responsible for"** and instead, use action verbs such as **"orchestrated," "executed,"** or **"created."**

Here's a list of the most POWERFUL and effective resume action verbs to use and especially begin each of your job experience statements with:

https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome

2. The PAR Method

There's a simple formula that any job seeker can follow to construct accomplishment-oriented bullet points. It's called the **'PAR' Method**, which stands for problem, action, and results. When applied to your resume, the 'Par Method' encourages you to:

- **Problem:** Identify a responsibility or issue at work
- **Action:** Discuss how you addressed the problem
- **Results:** What was the outcome of that action

While that may sound like a lot to fit into one bullet point, you'll be surprised out how easy 'PAR' can be implemented into your bullet points.

Check out the examples below:

- ✓ *Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses*

- ✓ *Suggested a new tactic to persuade canceling customers to stay with the company, resulting in a 5% decrease in cancellations*

Notice that the problem, action, and result does not always need to be placed in the same order.

Now that you have a better understanding of the structure of an accomplishment bullet point, let's discuss how you can apply it to your own professional experience section.

3. Quantify Your Accomplishments

Employers **want to see workers who can achieve solid results**, and results are best stated in terms of reportable numbers.

- ✓ How many employees did you work with or oversee?
- ✓ By what percentage did you **increase sales** or **efficiency?**
- ✓ How much of a budget did you work with, with what type of results?

Putting a number on your accomplishments is a sure way of conveying results and impressing the hiring manager.

==Hiring managers like to see quantifiable achievements rather than a list of general descriptions of job responsibilities.==

By using numbers in detailing your work experience, **you are demonstrating your focus as being results-oriented rather than task-oriented**.

For example, compare **"Responsible for selling products to customers at XYZ Store"** to **"Increased sales revenue by 30% in three months."**

Which one sounds better?

By including a percentage as well as time spent, the potential employer has a measurable, defined idea of what you have accomplished, rather than just a general job responsibility that can already be assumed with the job title.

To measure your *achievements*, try to obtain as much data as you can regarding your previous work experience.

It is never recommended to make up numbers, as hiring managers are experienced when it comes to scanning resumes and it could hurt you later.

You also **do not need to quantify every single line in your work experience**, but at least have a few per position on the work experience section.

Below are some questions that may help to think of how to quantify achievements (broken down in terms of percentages, numbers, dollar amounts, and time)

Questions to Ask Yourself:

Dollar Amounts:

- ✓ **D**id you propose or work with a **budget** of a certain dollar amount?
- ✓ **D**id you **increase sales** or **profitability** by a certain dollar amount? How?

Percentages:

- ✓ **Did** you **increase sales**, market share, or customer satisfaction by a certain percentage? How?
- ✓ **Did** you *increase efficiency or productivity by a certain percentage?*
- ✓ **Did** you **recruit**, work with, or **manage a certain number of employees** or **teams**?
- ✓ **How** many customers did you serve on average?
- ✓ **Did** you **increase the number of customers served**? By how much?
- ✓ **Did** you implement new ideas, systems, or processes to the company? What was the **impact?**

Time Mastery:

✓ **Did** you **decrease delivery or turnaround time on a project?** How?

✓ **Was** one of your achievements completed within a tight deadline?

✓ **Did** you resolve any specific issues? If so, how soon?

All of these are examples where you can specifically quantify an achievement and translate your work experience into a results-oriented approach.

To provide even more detail, consider also answering **"How?"** regarding how you achieved the accomplishment.

4. Resume Achievement Examples by Industry

Food Service Worker

✓ **Memorized restaurant's wine stock** and the meals they should accompany, leading to daily wine sales averaging **$150**, fully **20%** higher than company average

✓ **Write patrons' food orders on slips**, memorize orders, or enter orders into computers for transmittal to kitchen staff in a **110+** seat restaurant

Administrative Assistant & Office Worker

✓ Developed new filing and organizational practices, saving the company **$3,000** per year in contracted labor expenses

✓ Answered incoming calls **(avg. 40/day)** resolving issues with both customers and billing department

Nursing & Patient Care

✓ Provide direct quality care to patients including daily monitoring, recording, and evaluating of medical conditions of up to **20** patients per day

✓ Led and mentored **10** newly licensed nurses in developing and achieving professional expertise

Teacher & Professor

✓ Increased students' scores in standardized tests by **24%** in literacy and **35%** in math

✓ Educated an average of **18** students in grades **2** and **3**, and received four **"Best Teacher Award"**

Accounting & Financial Professional

✓ Manage a **$350,000** budget, with an unprecedented reduction of costs totaling **15%** over two years

✓ Trained and supervised **2** new employees, ensuring they maintain fastidious attention to detail

Information Technology

✓ Consolidated multiple ticketing systems, improving communication and ticket turnover rate by **7%**

✓ Refined and improved existing documentation system, resulting in reduced labor cost totaling **$15,000** annually via increased workplace efficiency

Customer Service

- Operate POS cash register, handling **92** transactions on average daily, and count money in cash drawers to ensure the amount is correct

- Assist an average of **40** customers per day in finding or selecting items, and provided recommendations that generated **$8K** in additional revenue

Skills & Expertise

Many people don't know just how important this section is, but it is <u>VERY</u> important. Many tend to leave this part off the resume and this would be a **GRAVE** mistake.

This is the area in you can pile on the resume keywords that will catapult you pass the ATS every time.

*When it comes to the ATS, this section can be <u>MORE</u> important than ANY other sections although probably the **<u>LEAST</u>** important to the hiring manager once they finally view the resume.*

Every resume needs a good, solid skills list of between 10-30 skills. Use <u>SPECIFIC</u> skills that are related specifically to your industry.

For example:

As a Medical Assistant, some of your skills might include Medical Billing, Email & Phone Support, etc.

As stated in the last section, ONLY put skills that are relevant and specifically related to the job that you are seeking with this resume **SPECIFICALLY**.

This resume is going to have to be geared to **ONE SPECIFIC JOB INDUSTRY**.

A good rule of thumb would be to go after approximately 12-25 skills to put on your resume.

Keep in mind that the skills that you put on your resume are very similar or in most cases *IDENTICAL* to Keywords and Phrases.

This is very important because this is a section that really helps your resume to easily pass the ATS as well as the *employer's 7-second eye test*.

If possible, it's good for **ALL** your skills to be actual industry related keywords specifically for the job that you are seeking.

There are two different methods that I recommend:

Method #1 – The Google Snatch Method
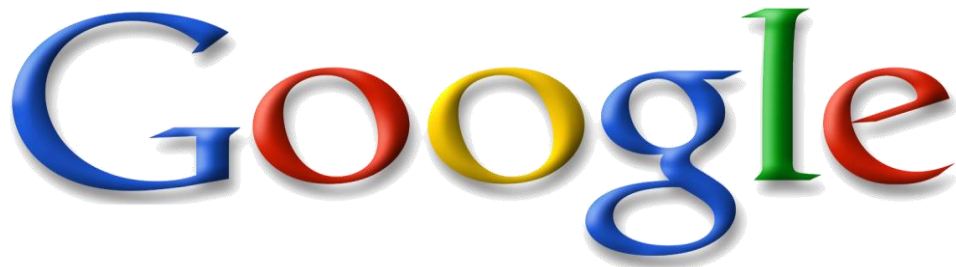
This method is very simple.

I like to grab skills or just words or phrases that you happen to be either familiar in, proficient or maybe even an expert through **Google**.

For example:

Let's say that your industry is Customer Support. Just go to Google.com and search for **"Customer Support Job Skills"** or **"Customer Support Resume Skills"**.

Scroll through the first **10-20 search results** looking at what advice they have to offer.

You probably won't find the entire perfect match or list of skills you are in search of in the same article or website, but you can take several from each source.

This is for when you are searching in the **"All"** criteria at the top.

Another good way to search is for the **"Images"** criteria at the top for **"Customer Support Sample Resume"** or whatever the job title is and look at the resume images.

Look at maybe 5-10 resumes or as many as necessary to build what you believe to be the BEST and *STRONGEST* skills that are most relevant to the job rather than just generic skills such as words like Friendly, Hardworking, Determined, Skilled, Professional, etc.

Those are **TERRIBLE** skills to ever put on your resume.

Instead try words like Microsoft Office 2010, Types 60/WPM, Phone/Email Support, Customer Service, Order Taking, etc.

Use skills that mean something specific and relevant to the job.

Method #2 – The Job Descriptor Method

The second method is to take a long hard look at the job description especially in the areas of responsibilities and job duties and make a list of words that stand out to you.

Just take out ALL words or phrases that could be considered skills or areas of expertise.

After you get the list of skills, check to see which are relevant to you.

Maybe you don't know those things but you can always youtube them, familiarize yourself with them and just put that you are familiar or proficient with the skills rather than being an expert because you NEED these on your resume both to pass the **ATS** and capture the hiring manager's interst.

Doing it this way will keep you from having to lie.

For Example:

If you are in the accounting field, knowing how to use the computer program **SAP** is a big deal. Perhaps you've never heard of it.

No worries.

Youtube it and watch some tutorials to familiarize yourself with it.

No need to spend hours, just learn the basics of what it can do and then you can put on your resume terms such as **"Proficient in SAP"** or **"Good Understanding of SAP"** or even **"Knowledge of SAP"**. This was you can include it as a skill as well as Keyword.

Remember that the skills that you are best at that are related to this occupation are important to include but the MOST important are those that are NOT on this list.

Education & Training

It's okay to put education that not directly related to the job industry for this specific resume, but keep in mind not to draw lots of attention to it.

For example:

If you are attempting to get a job in the **Oil and Gas industry** yet you have no formal education in that industry, but you have a college degree in another field, it's a good idea to include this on the resume.

Why?

Because although you don't have formal education in the job at hand, your 4-year degree proves how driven you are and that you are **COACHABLE** and can learn when necessary.

If you do happen to have lots of education especially formal education, it's important to focus on the education that is specifically relevant to the job that you are applying.

Another good rule of thumb especially when you don't have that college degree or certification is to simply say that you are currently enrolled in school or currently **PURSUING** your degree in that specific area and an anticipated graduation date.

For Example:

✓ Lamar University – Electrical Engineering – ***Anticipated Graduation Spring of 2020***

Remember, this is **NOT** a lie even if you aren't currently enrolled in school.

It means that you are currently seeking the degree and that doesn't mean that you are actively taking classes but that you are taking classes and plan on graduating at a certain time.

This proves to the employer that you not only have goals, but also peaks their interest that you have formal education in the specific JOB arena that they offer.

If you don't know the specific **degrees**, **certifications** or **licenses** for your industry, Google them.

All relevant education SHOULD be included!

For help with this from our professional #1 Houston Area rated team, please email me at marcus@resultsdrivenresumes.com or visit www.resultsdrivenresumes.com.

Industry Specific Keywords & Phrases

Industry specific Keywords and Phrases <u>CAN</u> and <u>WILL</u> make or break your resume in terms of the success that you will ultimately have.

Master the art of **<u>SELECTING</u>** and properly using the best industry specific Keywords and Phrases in your resume in all major sections, and you will succeed in your job interview endeavors nearly <u>EVERY</u> TIME that you apply.

<mark>As many as 80% of employers use keywords to decide which resumes are worth a look.</mark>

Using the right resume keywords can get you noticed and earn you an interview.

Keywords are used in job descriptions to describe critical job qualifications. They can be degrees, programming languages or other specialized skills.

100% FREE Keyword Tools!

CVLift

Different from a full scan comparison, **CVLift generates keywords** based on a job title.

Simply insert your desired job title, and CVLift displays a list of common keywords for that job.

Oh yeah, it's free!

iGrad

Not only is it a job search engine, but iGrad's Job Genius *Resume Analyzer will scan job descriptions* and identify the keywords you need in your resume.

Not very easy to recognize on the page, it is the tab next to the *"All Jobs"* button.

Best yet, it is FREE!

WriteWords

Rather than comparing and scoring your resume against a job description, *WriteWords is a phrase frequency counter.*

Since a resume should contain the most prominent keywords in a job description, WriteWords will identify those keywords for you. Better yet, who doesn't love a great writing community?

Oh, did I mention this is free too?

Wordle, Tagxedo, Tagul, VocabGrabber

Many people use word *cloud generators*. Simply paste the job description into the box (avoid the company description and requirements), and it will generate a word cloud featuring the most prominent keywords.

VocabGrabber is a favorite because it also ranks keywords based on relevance.

Each of these generators is 100% FREE!

The best place to find keywords is in the actual job ad.

If they're looking for an experienced professional who can manage a sales pipeline, use that phrase **"manage a sales pipeline"** (assuming you have done that before!)

Use words and phrases directly from the job description to tailor your resume to a specific job.

Be sure to use as many of these as possible without **OVER-SATURATING** your resume.

Sometimes oversaturating your resume with keywords can cause it to **FAIL** the **ATS** and be thrown to the trash pile.

==*Keywords must be used in each section the way that I have explained.*==

For help with this from our professional #1 Houston Area rated team, please email me at marcus@resultsdrivenresumes.com or visit www.resultsdrivenresumes.com.

Creating an Emotional Connection

The best way to really grab the hiring managers attention and force them to grant you a formal interview would be to create an instant personal or emotional connection with them using your resume.

The way to do this is to be sure to pick something out of the job description that will jump out at the employer such as an experience or dealing with that specific line of work or maybe that specific company or some company similar.

This can be done in the career summary portion and possibly again in the work experience sections.

For example:

If you are seeking a position working for ***Coca Cola*** company and its your favorite drink, your dream to work there and perhaps you've done some type of contracting business with **Coca Cola** (preferably something that you can prove) it would be a good idea to figure a way to somehow mention this in your resume.

==**Be careful, because trying too hard or doing this the WRONG way can back fire and have an opposite effect.**==

Remember, you can always get help from us.

For help with this from our professional #1 Houston Area rated team, please email me at marcus@resultsdrivenresumes.com or visit www.resultsdrivenresumes.com.

Applying The #1 Resume Secret!

Now that your resume has the necessary components after laying the background work, it's time to apply *The #1 Resume Writing Secret!*

To have ultimate success you should make sure that your resume has **_EVERYTHING_** that I have suggested up to this point.

If it has EVERYTHING or nearly everything, you are ready to move on.

The 5-Minute Transformation!

Now to the best part!

If you have followed the tips for the main areas of your resume that I've just previously given, then you are _READY_ to learn how to do **the 5-minute transformation** using the #1 resume writing secret!

Keep in mind that in the beginning, this could take longer than 5 minutes, but it will <u>NOT</u> take long.

Remember, the more that you apply and practice this 5-minute transformation, the better and <u>FASTER</u> you will become at doing it!

Stick with it and before you know it, you'll be a pro and transforming your resume in just minutes anytime you'd like so that you consistently get the interviews you desire will be a piece of cake!

<u>As stated earlier, The #1 Resume Writing Secret is a very simple concept.</u>

You are going to take your new **<u>REVAMPED</u>** resume and then customize it for each job description.

*The beauty of this is that it will take you **LESS than 5 minutes to customize** for each job.* This might seem like a lot of time at the moment, but trust me its not.

Rather than going to **Indeed**, **USA jobs**, **Monster**, **Career Builder**, **Zip Recruiter** or any of the other powerhouse online job portals and applying your <u>STILL</u> generic resume to any and all open job positions that you qualify for, you can increase your chances of **gettnig an interivew 800% by customizing it**.

Think about it.

If you are spending just 1-2 hours per day on your online job search, this is a TRUE gold mine.

Sure, maybe if you are blindly submitting to all the jobs that you qualify for, you could easily apply for 20-30+ jobs in an hour especially hitting the **"Quick Submit"** options that many of these sites offer, but thingk it about it for a second.

If you took less than **5 minutes to customize** each one, you would still be able to submit about 10 job applications per hour.

In a 2 hour span, you can submit about 20 or so resume all that have the chance to realistially land you a call back or interview request.

Even though you might be able to submit dozens per hour the other way, you will probably end up with the same useless results that you've been getting.

Make sense?

Of course it does so lets get started!

Step #1 – Choose a Position

Decide the Perfect Positions for You – More than likely, you already know the positions that you are seeking.

If you already know and have the links and locations, go to them.

If you don't already have them, its important to see what types of jobs exists that are direct matches for your new resume so that you can get a guage of what jobs you should be focusing on.

Email marcus@resultsdrivenresumes.com with a copy of your resume with the subject line:

"Free Job Match Request"

We will send you back 5 free job matches based on how your new resume is performing with the ATS.

Step #2 – Test Your Resume Against the ATS

The next step is to simply test your new resume against the ATS.

This is also very simple.

The first and BEST way is to simply visit www.resultsdrivenresumes.com/index.php/freeevaluation and our experts give you a thorough and **FREE** score to let you know exactly where and how your resume may still need improvement and how YOU or our expertise can help you TODAY!

You could also go to **Jobscan.co** where you can create a **FREE membership** and get 10 free scans per month and run your resume vs the job description and see how you score.

Choose the job that you want to apply for and cut and paste the job description into **Jobscan.co**. Submit it against your resume and then cut and then review the results.

==Listen to ALL the changes that it is telling you to do especially in terms of keywords.==

Step #3 – Plugin Keywords the Simple Way

To keep it simple, just add the keywords **DIRECTLY** to your skills list.

This is the easiest way because the ATS doesn't care where or how you use these keywords if they are there.

Jobscan will even suggest how many times you should use them but if you use them once in the skills list, this will be just fine.

You can also sprinkle some of them in the work experience and the career summary.

This will literally take less than 5 minutes each time that you do it, but remember, you have a limited amount of job scans that you can do on the FREE membership.

No matter what job you are seeking, if it is listed with the job description on the internet, this will propel you PAST the ATS every single time.

It is an exact science and it's so simple that most people LITERALLY KICK themselves when they discover it!

Submit the new resume and that's it!

Congratulations!

You are on your way to <u>SUCCESS</u>!

Of course, keep in mind that the ground work must be laid first in terms of having a Results Driven Resume with all the goodies that I have just laid out for you.

Just copy and paste the entire list because any other skills can be move to the bottom of the resume if it seems relevant and just copy and paste in just a few seconds from the list the system generates.

More Tips for Customizing the Resume for Each Job

Customizing Your Resume:

To set yourself up for success in your job search, you will need to make minor adjustments to tailor your resume to each specific job you are targeting.

Start by copying the resume you received and renaming it like this:

✓ **YOUR_NAME-Company_Name.doc**

<u>Your resume already contains keywords and phrases for the career target you identified so that Applicant Tracking Software (ATS) will find a strong match between your resume and the posting.</u>

However, it will be your job to check each job description before you apply to see if you need to add or replace any of the words in your resume that might be used differently by this company or for the unique requirements of this specific opportunity.

For Example:

Some companies use **"sales"** and **"marketing"** as distinct roles, and others use them interchangeably.
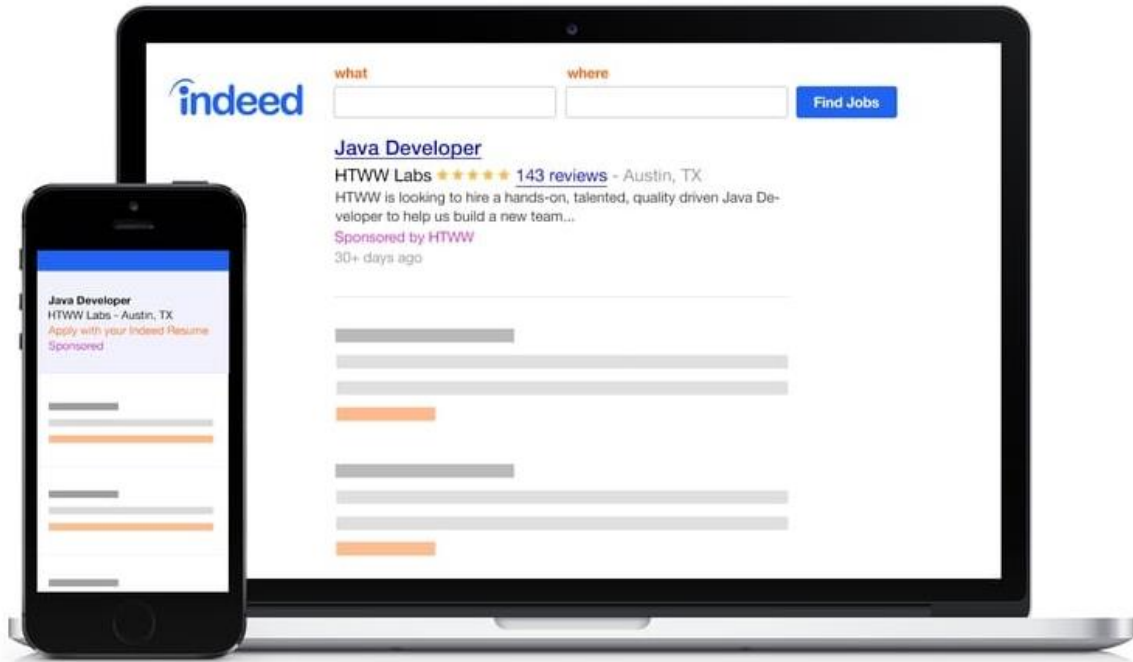
If you are applying for a sales role, and your resume uses the word sales, check the job description to make sure your target company also uses the word sales.

If they don't, change some of the references to sales in your resume to match the term the company uses.

If you're not sure that you are identifying the words that need changing, use the online tool **Jobscan.co**.

If you are spending more than half an hour customizing a resume, you may need to reconsider the jobs you are applying for, to ensure they align with your original target.

Here are common customizations that may be necessary:

Contact Information

In an age of cybersecurity, it is standard to omit the street address on a resume, but the City, State, and ZIP code or alternatively, the geographical area, such as New York Metropolitan area, are still important, particularly if you are searching locally, since companies strongly prefer local candidates.

If you are willing (or hoping) to relocate, you may omit any indication of your geographic location.

Summary

Start with the headline (the job title at the top of the resume, such as **Sales Director**, **Corporate Finance Officer**, or **Customer Service Representative**).

Copy the job title from the job description here.

Skills List

You may have a section on your resume that lists your main skill set as related to the career target identified.

<mark>This section can and should be modified each time you send the resume out to a specific opportunity.</mark>

Skim the job ad for the specific skills that are required and highlight any of them that match your background.

For Example:

If the job description says that the successful candidate will **"build trust-based relationships with key customers"**, the skill to include is **"Relationship Building"** or **"Customer Relationship Management."**

Experience

To tailor the experience section, change only enough information to shift the focus or emphasis to match the core requirements of the targeted position.

Staying with our **sales/marketing example**, let's say you have held several types of sales positions, and you are applying for a membership sales job.

==*Your membership sales experience is 3 years ago, the second job on your resume.*==

To highlight this experience, bring the membership sales bullet(s) in this position to the top of the list and mention this specific experience in the skills list.

Your achievement bullet points may have been organized into themes with keywords in bold.

If your resume has been structured in this way, you can adjust these bolded keywords to better match the targeted opportunity.

For Example:

Perhaps one of your achievement bullets points has the keyword Stakeholder Management in front of it, and the achievement points to how you have generated alignment across the organization.

However, imagine that the specific job opportunity requires collaboration across functions.

You will simply substitute Stakeholder Management for Cross-Functional Collaboration to better match the opportunity.

Sometimes tailoring the experience section may involve tweaking an older position that doesn't apply to the new opportunity.

==**The key is to highlight experience relevant to the target role.**==

Certifications

Eliminate certifications or professional development courses that are not relevant to this specific job.

==****IMPORTANT****==

After making changes to your resume, be sure that you haven't accidentally changed the format. Double-check that there are no additional spaces between paragraphs, sections, words and sentences.

Make sure you haven't accidentally used a different font, color or size of font. Ensure you haven't created any errors with spelling, punctuation or layout.

Questions?

If you have questions about tailoring your resume, please contact me directly at marcus@resultsdrivenresumes.com by email or 281-883-6465 through phone or text.

Testing Against the 7-Second Eye Test

The second thing on the checklist is to make sure that you resume has exactly what it takes to pass the 7-second eye test with employers.

<mark>There are 2 very simple ways of doing this also.</mark>

The first way is the most obvious and most recommended.

Yep!

You've guessed it, visit our website at and have our experts look to let you know if it will or WILL NOT pass the most hiring managers' 7-second eye test.

Remember, its 100% FREE with no obligation to buy ANYTHING!

You'd have to be <u>CRAZY</u> to pass up this opportunity!

Bottom line is that I will let you know if your resume only needs a little bit of tweaking and I will tell you **EXACTLY** how <u>YOU</u> can fix it yourself.

Of course, if you resume is still a bit of a disaster that's NOT going to get you the results you are seeking even after attempting to follow my steps in The #1 Resume Writing Secret, our team can help you to revamp this resume to be as **POWERFUL** as possible.

You can simply search for an expert on **LinkedIn.com** and ask them if they would do you the honor (As the expert that they are- edification always works) in looking over your resume to see if it would work or looks good at first glance to them.

Take the feedback they give you and apply it.

<mark>Be sure to look up recruiters ONLY specifically in your industry.</mark>

Review & Polish – The Checklist

Here's a quick resume checklist to ensure your resume has **EVERYING** it needs to be successful.

Use these questions to quickly determine if your resume is a __WINNER__.

✓   Is My Resume **Targeted** & **Specific Enough** to Land You the Job Interview?

✓   Will My Resume **Pass the 7-second Eye Test**?

✓   Will My Resume Pass the **ATS (Applicant Tracking Systems)**?

✓   Does My Resume have enough **Industry Keywords** Positioned Correctly?

If you feel that your resume doesn't meet one or more of these 4 questions, simply go back, polish it up based on what you've just learned.

My Final Thought

Congratulations on making it this far!

I'm very proud of you and I'm sure that because of your drive and willingness to work on your resume and put forth the needed effort that **YOU** will be very successful in your career endeavors.

<mark>The fact you took time to download or purchase this book speaks volumes for your ambitions.</mark>

I understand that there was a lot that you just learned, tons and tons of steps and that this didn't take 5 minutes the first time.

I need you to understand that the first time is always the **WORST TIME** and that the more you do this, the easier it will become and the **MORE SUCCESS** you will ultimately have as well.

The #1 Resume Writing Secret works every time if it is carried out properly!

Give it a try and send me your results and thoughts about what you have learned to marcus@resultsdrivenresumes.com or feel free to call me directly on my cell at **281-883-6465**.

I would *LOVE* to hear from you to see how I can be of any further assistance with your job hunting and career endeavors specifically on the resume side of things.

Regardless of how wonderful your resume has turned out and how quickly you are now going to start getting call backs, I must be honest.

I couldn't put EVERYTHNIG into this manual that I have learned over the years.

I couldn't give you but a mere microscopic **FRACTION** of my secrets today, but I am more than happy to show you what all I can do for you and your resume.

At Results Driven Resumes, we have multiple services, packages and ways of helping you to land those dream-job interviews in floods repeatedly while you are sitting on your butt and do almost nothing!

Visit www.resultsdrivenresumes.com/index.php/services to see exactly what all we offer and also visit www.resultsdrivenresumes.com/index.php/testimonials to discover exactly how we have literally transformed the lives of thousands of others by viewing our testimonials.

If you're a lazy person like I am, I urge you to take a strong quick look at our one stop shop hiring system as well as <mark>our #1 worldwide rated resume distribution service</mark> that's like no other on this planet!

Again, just visit www.resultsdrivenresumes.com/index.php/onestopshop right now and let us know that you found us through this book in order to get an immediate 15% discount on ANY and EVERYTHNIG that you order today.

Remember, I am the ONLY service that will use the 3-step process of beating the ATS, passing the employers 7-second eye test and ultimately customizing the resume for each job posting in as quickly as just **5 minutes repeatedly so that you land MORE job interviews than ever before**.

==**Order now and receive a FREE color coated copy of your resume for extremely easy and fast customization just like the samples that you've seen in this book!**==

This is **<u>SO SIMPLE</u>** that a **<u>10-year-old child could easily do it</u>** with no problem at all!

I hope you enjoyed this book as much as I enjoyed creating it! Until next time, good luck and I hope to hear from you soon!
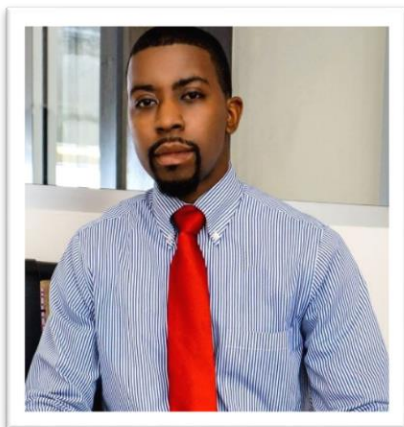
Marc Hall

"The Infamous Resume Writing Expert!"

<u>Houston #1 Resume Writer</u>

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