**How To Write A Resume That Stands Out**

Go to

<https://youtu.be/NcD3nufvA7Y?si=8X7jM9mz5nQfWkuc>

watch the video and complete the task

***Part I (words)***

*Make sure you understand the expressions and translate them right:*

1. to stand out
2. Your resume lands in the accept or the reject pile.
3. to catch a recruiter's attention
4. to obsess over
5. to have the attention span of a goldfish
6. the requisite skills and education
7. Just ditch that - it's taking up real estate on your resume.
8. to switch industries
9. to hype yourself up (on your resume)
10. where it seems cliche or insincere
11. bullet points (to list out…)
12. mirror the job description
13. blurb
14. If you're early in your career or fresh out of school…
15. It can be really daunting to fill out a blank resume.
16. I had a slew of retail and service roles.
17. way back in the day
18. transferable skills
19. internships
20. to narrow down a high volume
21. formatting-wise
22. to downgrade your resume
23. to get it excluded
24. more elaborately designed
25. to submit something through an applicant tracking system (ATS)
26. Be free of a lot of ornamentation that could throw the applicant tracking system totally off.
27. … when it comes in handy
28. a laundry list of skills and aptitudes
29. … that can be all-encompassing
30. It can include past career gaps - they're no longer stigmatized or taboo.
31. eye-catching and sincere
32. …go ahead and put it on your resume
33. to overstuff your resume
34. If you have a lot of great experience, own it!
35. I sort of went into this thinking.
36. I had it figured out.

***Part II (grammar)***

*Translate paying attention to grammar:*

1. Is this really still how you're supposed to do a resume these days?
2. There are so many roles to fill and so many resumes to read.
3. It's a shame that recruiters at the moment seem to have the attention span of a goldfish.
4. When a human looks at our resume they're giving it like 10 seconds of consideration before it lands in the accept or reject pile.
5. Here used to be this trend where you'd write a little mission statement at the top of your resume.
6. You do want to hype yourself up on your resume but not too much.
7. You've just given me … like a cheat sheet to your resume.
8. You do have more experience than you think
9. There's a lot of transferable skills that you gain from roles that even seem like they're way outside of what you want to do whether those have to do with interfacing with the public whether it's customer service in some way.
10. I would take a hard look at what you've done whether it's internships, volunteer work.
11. We're seeing that people are bringing their whole self to their resume and that is a really interesting shift for 2022.
12. The more resumes I've seen lately are at least two pages some are three.
13. I've written several resumes but there were a lot of things that surprised me when I talked to Christy.
14. I did end up making some changes to my resume. I made it look a lot more boring, added some endorsements, some metrics. I was really surprised by cutting out the line at the beginning and just having a regular title for myself.
15. I also have my old resume which you know I used to be pretty proud of and it looks pretty like it's fancier… but I do still have to make a lot more changes to it.

***Part III (comprehension)***

*Answer the questions:*

1. How long do hiring managers typically spend looking at a resume?

2. What are the key elements that recruiters look for when scanning a resume?

3. What advice does Christy give about writing a mission statement on a resume?

4. How can bullet points be used effectively on a resume according to Christy?

5. Why is it important to include a brief description of the company you worked for on your resume?

6. What advice does Christy give to individuals with limited work experience filling out their resumes?

7. How do AI technologies impact the recruitment process in terms of filtering resumes?

8. Why is it important to have two different resumes, one for AI and one for people?

9. In what ways has the approach to resumes shifted in 2022?

10. What are some suggestions for making your resume more personal and inclusive of your interests and causes?

11. Is it necessary to limit your resume to one page? Why or why not?

12. Summarize 7 tips given in the video.