



JENNIFER H. RAMOS

THE *hbic guide*
to crafting
an impressive
résumé

Build a résumé that gets you that money, honey.

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**IF YOU AREN'T A
LITTLE DIFFERENT
FROM YOUR
COMPETITION,
YOU'RE IN
TROUBLE.**

MARK SANBORN

Make yourself as fabulous on paper as you are in person! Use the following tips to help your résumé stand out.

THE HEADER: This is where you'll want to make your name pop by making your font bigger than the font in the rest of your document. Additionally, the entire name should be in CAPS. Use a classic font, nothing too crazy. I find that Calibri and Times New Roman make excellent options. Pro tip: Depending on the length of your name, add some space between the letters. For example:

→ **HBIC GUIDE**

This will look best for names that are not particularly lengthy. If your name is long, stick to regular spacing.

CLEAN AESTHETIC: Make sure it looks good at first glance. When we go to interviews we dress well, groom well, and try to be as presentable as possible. The same is necessary for your résumé.

Separate your sections with lines and ample space. Summarize your accolades, accomplishments, and skills in a way that avoids cluttering your document. Avoid making it look overwhelming. You can do this by using bullet points. Limit each experience to 2 or 3 bullet points.

SKILLS + INTERESTS: This section is so underrated. Here you get to show the reader that you are more than just a piece of paper, but further, you are able to showcase what sets you apart from the bunch. Definitely include the skills relevant to what you are applying for, but also mention one or two things that interest you outside of work or school. Be smart about this, avoid writing anything detrimental to your end-goal. However, show what it is that makes you, you. This one section can take you from being just another applicant, to being a potential front-runner.

Overall, a résumé is your first impression on the decision maker. Ensure, that it is the best it can be. Put your best foot forward. To do this you must customize a résumé for each target reader.

Share the experiences that best showcase the qualifications that will be relevant to the particular position or program that you are seeking admittance to. Avoid including a job, experience or skill just to fill space.

Begin your descriptions with words that show leadership and initiative. Use words like "strategized, organized, sourced, lead, created, founded." Use the present-tense if you presently hold the position .

Feel free to use the formatting in the résumé featured below. It has had an 100% interview return rate. Remember, the header, a clean aesthetic, and refreshing skills/interests are key to standing out and getting you one step closer to that money, honey!

HBIC GUIDE

Abc Xyz Street #123 ♦ Hollywood, CA 12345 ♦ 1-800-123-4567 ♦ abc@123.com

EDUCATION

Résumé University (RU)

2017 – 2018

Bachelor of Science: Communication, English (XYZ concentration), minor in French.

Magna Cum Laude

GPA: 4.00

AWARDS AND DISTINCTIONS

Graduated with University Honors: RU's highest undergraduate academic accolade

- RU Outstanding Community Service Award, 100+ Hours (2016)
- University Graphic Design Contest Winner (design published as cover of 2015 – 2016 RU textbook)

LEADERSHIP AND SERVICE POSITIONS

HBIC GUIDE Inc. 501(c)(3) Nonprofit

January 2016 – Present

Founder and Managing Director

- Write literature-based curriculum focused on women-empowerment.
- Organize fundraisers for donations to mentees.
- Strategize with Board of Directors to innovate and expand the HBIC program into more homes.

EXPERIENCE

Group HBIC LLC.

California and Surrounding Areas

Founder and Managing Member

January 2015 – Present

- Write and negotiate contracts, implement strategy and vision, build culture, and allocate capital.
- Source and develop a team of talented individuals in the areas of management, and business development.

SKILLS AND INTERESTS

Fluent in French ♦ Certified Head Boss In Charge ♦ Women-empowerment ♦ Blogger & Graphic Designer

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