

# Jane Smith, Résumé Evaluation

**Overall score** 84 / 100

Overall, your résumé manages to capture your skills and experience in an effective manner. However, there are a few discrepancies that need to be addressed. Specifically, your achievements and impact in previous roles must be demonstrated in more detail. Some more powerful action words will also help you highlight important duties more effectively.

**Impact** 44 / 50

Quantify impact:

Aim to include more quantifiable statistics and metrics for all previous roles under your 'Work Experience' section.

Unique action verbs:

'Customized', 'Designed', 'Developed', 'Engineered', 'Organized'

Weak action verbs:

'Managed', 'Showed', 'Tried', 'Studied'

Tense:

You occasionally use past tense to describe duties in your current role – make sure to use present tense throughout this part.

Achievements:

Replace the following responsibilities with your achievements:  
"Organized meetings and managed databases"  
"Delegated tasks to junior employees"  
"Managed office yearly budgets"  
"Attended meetings with senior management"  
"Liaised with suppliers and clients"

Spelling:

Use American English spelling consistently throughout your résumé.

Action verb suggestions:

Supervised, mobilized, directed, facilitated, influenced

Professional résumé  
writer tip:

Focus on including more quantifiable achievements and replace common duties associated with your role with more specific responsibilities that highlight your skills and expertise and that are tailored to the role you want to apply for.

## Brevity 21 / 25

Résumé length:

Résumé is of good length.

Use of bullet points:

Bullet points are used effectively in your résumé but try to balance the number of bullet points under each entry – your past roles should not have more bullet points than your present role.

Total bullet points:

Try to bring the number of bullet points under your current role to 10 and reduce the bullet points of your past role to 6-8.

Bullet points length:

Overall, bullet points are of good length. Aim to keep the length for each bullet point between 10-15 words and be more descriptive with your duties and achievements.

Filler words:

'in order to', 'completely'

Professional résumé  
writer tip:

Aim to balance the word count across all of your bullet points and make sure that your most current role has the most bullet points than your past roles.

## Skills 19 / 25

Communication:

No further examples of communication skills required.

Analytical:

Focus on how you used your analytical skills to introduce new system processes in your past role as an assistant manager.

Teamwork:

Offer more examples where you worked as part of a team as a senior accounts manager in your past role.

Leadership:

Highlight your leadership skills as an assistant manager in more detail with more concrete examples.

Initiative:

As a senior account manager how did you take initiative? Did you lead any projects? Introduce new processes? Focus on these aspects of your role in more depth.

Skills suggestions:

G Suite, JavaScript, Project Management, Product Design

Professional résumé writer tip:

Make your role-specific skills pop out by combining them with quantifiable achievements under each role in your Work Experience section. You should also try to align your skills with the job role you are planning to apply for.

## Recommendations and next steps:

Focus your résumé on the requirements of the role you are aiming to apply to. Communicate your expertise, unique experience, accomplishments, and career goals through more quantifiable achievements and use strong action words to highlight your suitability.

## HERE ARE THE LARGEST ISSUES HOLDING YOUR RÉSUMÉ BACK:

- Use of weak keywords to describe role duties
- Lack of quantifiable achievements
- Discrepancies with using past tense in current roles
- Lack of focus on skills that are necessary for your target job role

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