



RESUME TIPS

As a Dynamics 365 Consultant/Technology Professional, your resume gets tons of views. However, there are so many formats...which one should you use? Don't you worry—We have a solution for that! No matter who reviews your resume—whether it is a recruiter, hiring manager, the Human Resources department, an administrative assistant, or an Executive—this format will be easy to read and will effectively communicate your skills and experience.

Contact information



- Easy to read
- Modern, clean font
- Professional email address
- One phone number
- Local address

Professional Experience

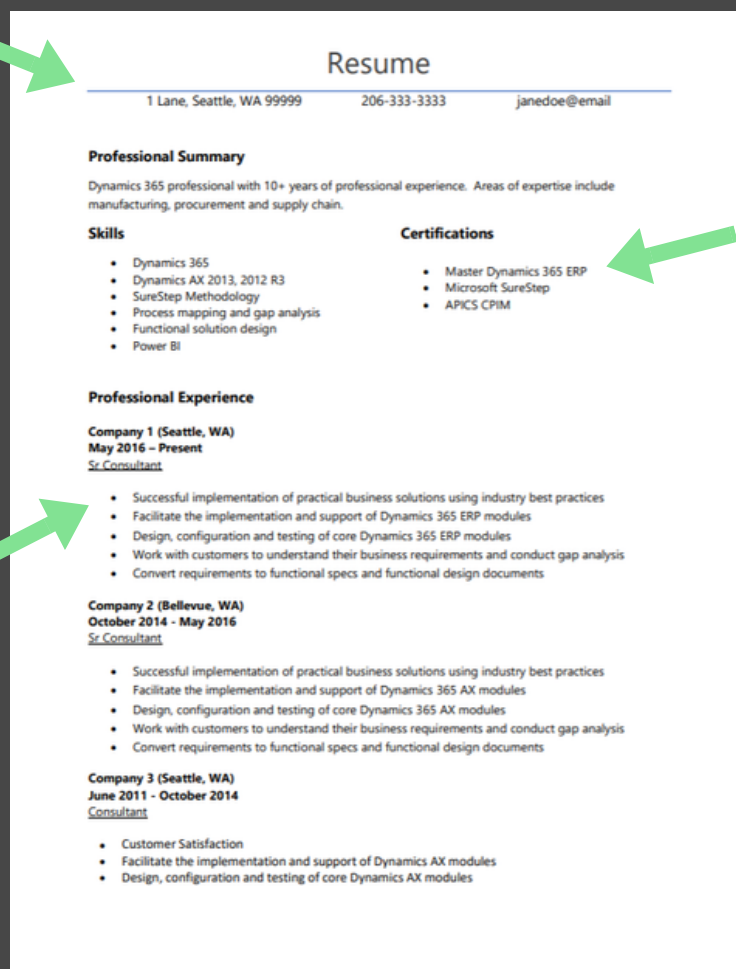


- Name and location of company, dates, and title of relevant positions
- Accomplishment statements (3-6 bullets each)
- Influential people you worked with

Education



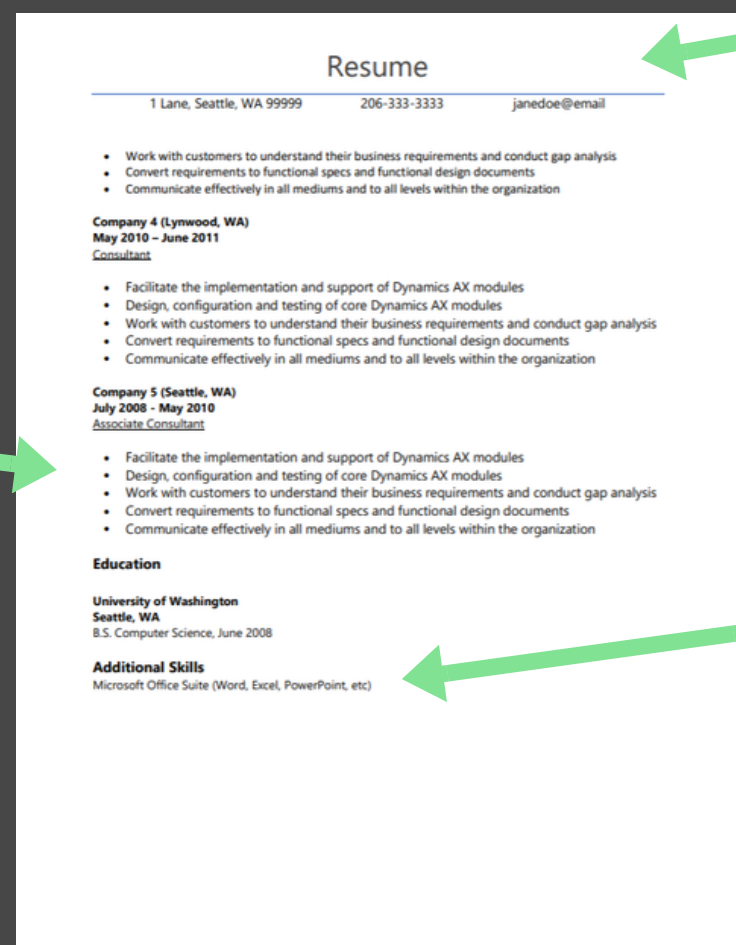
- Recent education first
- No need for a GPA
- Name and location of each school and type of degree
- Relevant courses
- Include awards and honors



Skills & Certifications



- Name skills that set you apart
- List relevant skills to the job you are applying for.



Page Two



- Most resumes today are two pages
- Put your contact information on both pages

Additional Skills



- Make yourself unique!
- Add relevant skills and interests

EDITING



No slang or jargon



No typos!



No images



Keep it clean; nothing fancy



Easy to follow

