

SCOTTS MIRACLE-GRO SAMPLE RESUME FORMAT FOR JOBSEEKERS

The first thing to know as a job seeker is that 90% or more of companies today use some form of automated Applicant Tracking System (ATS) to assist the human resources department in sorting and storing candidate applications. Few companies accept paper applications in today's world and fewer still have the manpower to handle mailed resumes and cover letters.

Most ATS systems are set up to read and parse resumes – this means they scan the resume and use information contained in the resume to fill out a job application form that the company uses for screening candidates and in many cases for performing background checks later in the hiring process. As computer systems are programmed to understand resumes in a simple format it is important that candidates create a resume that can be easily read and understood by an ATS system.

What does this mean? – It means that you should not use fancy formatting, colors, pictures or unusual resume formats in your resume. Many resume writing companies will recommend that you create a skills resume that discusses the skills you have that match a job rather than a chronological history of work positions, some writers recommend putting resumes in reverse chronological order or putting the most relevant jobs at the top of the resume and leaving off dates. All of these choices make your resume harder for an ATS to parse correctly and in many cases the system will not be able to fill out the application at all – which means more work for you the candidate. **TIP:** Put month and date on your employment records, if you do not put a month ATS systems automatically default to January 1 which can cause positions to overlap and also cause problems when a background check is run as your dates will not match.

TIP: use a generic or professional email account for jobseeking. Not - Hotguy21@yahoo.com

For Military personnel resumes:

List your deployments or assignments in chronological order, please include details such as – direct supervision of a 10 man squad of technicians. My role was the lead maintenance technician supporting a 50 vehicle supply battalion. It is important to note the countries and locations that you served in and any specific training you received for your deployment.

If applicable show rank progression and any commendations or awards you have received while in the military. If you learned additional languages or interacted with local forces that is also important to list as it indicates experience with cultural diversity and integration.

Resume format: use the simple template below, Name, address, and contact information.

Followed by education, lowest degree first and then Job History in chronological order from most recent to oldest. Most companies want at least 7 years of work history. Fill in gaps by putting unemployed or showing that you were in school if applicable. Do not STRETCH employment to cover gaps, this will come back to bite you if and when you receive a job offer and a background check is run.

FIRSTNAME, LASTNAME

123 First Street
Maintown, AA 99999
Home (111) 222-3333
Cell (111) 444-5555
Email Candidate@gmail.com

EDUCATION

The Ohio State University.
BA Degree Majors: Business

Miami University of Ohio – MBA Degree

Acme Corporation, Columbus OH

9/2007 – present Manager of Marketing

A brief paragraph with action statements.
Manage a team of 5 Marketing professionals
Achieved 50% increase in sales for 3 product lines in current year
Developed new marketing plan for regional product sales in retail outlets
Received the Chairman's award for outstanding product growth in 2010

Brand Name Corporation Dayton OH

3/2003 – 9/2007 Marketing Lead

A brief paragraph with action statements – you want to show career growth
Lead the marketing of 4 product brands in the Midwest region.
Developed marketing plan for new rollout that resulted in top sales for a new product launch
Mentor new marketing associates joining the company
Represent company at major consumer product symposiums

Generic Brand Corporation, Cincinnati, OH

5/2000 – 2/2003 Market Brand Associate

A brief paragraph with action statements – show learning and progression
Top Market associate for consumer brands in my market region in 2002 and 2003
Team lead for new product marketing campaign in the Cincinnati area, 2001
Hired after summer internship during MBA program.

Certifications

List any work related professional certifications or memberships that apply, list any military specific training, EMT certifications etc.