



Components To Include In A Mid-Career Resume

Now that you have reached the midpoint of your career you may be wondering how your resume should look and if you can keep using the same format as you have used before. This guide will provide ideas on how to structure your resume to help your core skills and key accomplishments be easily recognizable to anyone reviewing your resume.

Include A Professional Overview of Core Skills

Most resumes are being reviewed within 8 seconds to 1 minute. Maximize the space within the top 1/3rd portion of your resume to communicate the skills and qualifications that you could immediately provide to the employer. There are two ways for you to showcase these:

- **Professional Summary Statement:** A 3 to 4 sentence description in which you explain why you are a good fit for the job you are applying for, including some keywords listed in the job posting.
- **Core Skills Highlight:** A columned and bulleted list of 10 to 12 skills and abilities you have honed that are directly related to the specifications of the job you are applying for. You will use your resume bullet points to outline how you have developed and used these skills successfully.

Present A Story of Upward Growth

Your resume should communicate how your career has grown to this point. This most likely means you will not include every job you've ever held on your resume. Determine which positions you've held that align best with the job you are applying for and highlight those within the work history section of your resume. Aim to showcase your leadership with people, projects, and ideas.

- **Ensure the jobs you include showcase how you have developed and utilized the skills and abilities outlined in your Professional Summary Statement and Core Skills Section.**

Emphasize Your Key Accomplishments & Quantify Them If Possible

Use your resume bullet points to capture the specific achievements and responsibilities you have had within your previous roles and connect the dots between how these achievements and responsibilities have prepared you to have success in the role you are applying for.

- **Ideas of how to include measurable results are to talk about facts and figures such as percentages, number of people, dollar amounts, and geography.**
- **For each job on your resume consider including a 2 sentence summary of the role and then use your bullet points to outline your key accomplishments.**

Elevate Your Action Verbs

The language you use on your resume should correlate to the leadership roles you have held and your accomplishments. Consider replacing words such as "responsible for," "designated," and "coordinated" with more impactful words.

- **Examples of strong and engaging verbs are "campaigned," "forged," and "spearheaded."**

Highlight Your Credentials

The jobs you are applying for will most likely require an advanced degree or industry specific certification. Make it easy for a potential employer to see you have the degree or accreditation required by placing the letters that identify your achievement after your name.

- **Examples of what to include are MBA or PhD**