

Bentley Alumni Career Services: Quick Resume Tips

CONTACT INFO

Include your name, city, state abbreviation (e.g., Boston, MA), and zip code, as recruiters often filter by location. Be sure to include your email address, phone, and LinkedIn URL.

YOUR BRAND

Use a strong, relevant headline that reflects your professional identity (e.g., Senior Finance Leader with expertise in FP&A and Strategic Planning). Avoid outdated labels like “Objective” or “Summary.”

In 2–4 concise sentences, describe your core strengths, industry focus, and the value you bring. Highlight your skills, results, and differentiators. Tailor this branding summary to each job you apply for.

SKILLS

Include 9–12 targeted, high-impact skills aligned with your desired roles. Prioritize those most relevant to your industry or job function. Update this section to match each job description.

ATS (APPLICANT TRACKING SYSTEMS)

Optimize for ATS by using clean, simple formatting. Avoid tables, graphics, and headers/footers that may not parse correctly. A visually enhanced version can be used for networking or direct contact, but always submit a clean version through online systems.

STYLE

Keep resumes to two pages max, using readable font (Calibri, Tahoma, Arial, or Verdana) in 10–12 pt. Use consistent spacing and margins (0.5”–1”), and avoid unnecessary styling like italics, shading, or lines. No personal pronouns.

Think of your resume as a quick scan tool—recruiters spend 11–20 seconds reviewing. Make sure your resume is visually clean and easy to skim.

ABBREVIATIONS

Minimize acronyms unless they're industry standard. Spell out the full term the first time with the acronym in parentheses (e.g., Financial Planning and Analysis (FP&A)). This ensures both recruiters and ATS systems understand your experience.

DATES

Use consistent formatting, placing dates to the right of the page for easy scanning. Use this format: October 2019 – December 2020 (do not abbreviate months). Always use a hyphen, not “to.”

JOB CONTENT (Experience Section)

Structure each role clearly and consistently:

Job Title, Company, City, State

Month Year – Month Year

Include a brief 1–2 sentence overview of the role to provide context if needed. Then use bullet points to showcase your accomplishments, starting each with a strong action verb.

GROUPING DIFFERENT INDUSTRIES

You might choose to organize your resume by categorizing related roles or skills under specific sections. For instance, create sections for "Marketing Experience," "Project Management," or "Leadership Roles." This structure enables the recruiter to quickly identify your proficiency in various industries. Within each section, list experiences chronologically.

BULLETS

Your bullet points should be concise and results-driven. Avoid listing duties; instead, highlight achievements. Focus on impact, not just responsibilities. Ask yourself: What did I do? What was the result? Can I quantify the outcome? For example:

- Revamped onboarding process, cutting average ramp-up time from 60 to 45 days.

Avoid vague phrasing like 'Responsible for...' and start with dynamic verbs like Led, Launched, Streamlined, Increased, Improved, Created.

VOLUNTEER AND PERSONAL INFO

Only include if relevant to your target role. Otherwise, keep this content on LinkedIn.

EDUCATION

Spell out your degree and include the acronym. Format as follows:

Bentley University, Waltham, MA
Bachelor of Science (BS), Accounting, May 2012