

## Header

# Name

Email | Phone | City, St



## ~~Objective~~ vs Character

See sample character statements



## Skills

Add 8 - 10

Short bullets - two columns



## Experience

10 years - most recent first

Steer away from job descriptions

Add 3 - 5 bullets under each positions

Focus on outcomes

## Other Relative Experience

Optional

Use this section to add experience that might be relevant to particular job

## Sell Yourself

### One Page

- Use bullets
- Use columns

### Accuracy -

- spelling
- same font
- same sizes
- columns aligned

### Customize the resume to the job

### Use strong action words

### Focus on accomplishments

### Sentences less than 12 words

### Font 10 - 14

### 1" margin

### Spaces between sections

## Education

Most recent first

Remove graduation dates

Include relevant certificates

## References

NO



## Character Statements

- Is an enthusiastic, highly motivated self-starter with a strong work ethic and intense focus on results, acting in the best interest of the client.
- Collaborates effectively to get things done, building and nurturing strong relationships.
- Displays passion, commitment, and drive to deliver an experience that improves our clients' financial lives.
- Is confident in identifying solutions for new and existing clients based on their needs.
- Communicates effectively and confidently and is comfortable engaging all clients.
- Has the ability to learn and adapt to new information and technology platforms.
- Is confident in educating clients on how to conduct simple banking transactions through self-service technologies (for example, ATM, online banking, mobile banking).
- Applies strong critical thinking and problem-solving skills to meet clients' needs.
- Will follow established processes and guidelines in daily activities to do what is right for clients and the bank, adhering to all applicable laws and regulations.
- Efficiently manages your time and capacity.
- Focuses on results, while acting in the best interest of the client.
- Can be flexible to work weekends and/or extended hours as needed.

## Skills

Google resume skills. Identify those that fit you best and are relevant to the job.


## Soft Skills for your resume

1. Adaptability
2. Attention to detail
3. Collaboration
4. Verbal and written communication
5. Creativity
6. Customer service
7. Decision making
8. Empathy
9. Leadership
10. Multitasking
11. Positivity
12. Problem solving
13. Self-motivation
14. Time management
15. Work ethic
  - Honesty
  - Punctuality
  - responsibility
  - reliability

## Hard Skills for your resume

1. Bilingual
2. Data entry and/or analysis
3. Accounting or bookkeeping
4. Marketing
5. Sales
6. Project management
7. Research skills
8. Software & computer proficiency
9. Typing skills
10. Writing and editing
11. Web design
12. Search engine optimization
13. Human resources
14. Recruiting
15. Training
16. Mathematics, budgeting
17. Phone etiquette & customer service
18. Office machines

## Be creative in sharing skills

- Customer service or **Dedication to every client's success**
- Creativity or **Innovation that matters**
- Team Player or **Trust and responsibility in all relationships**
- Leadership or **Leadership by Example**
- Trustworthy or **Ethics First**
- Flexible or **Open to New Ideas**
- Hard worker or **Dedication to Excellence**

EXAMPLES

# Action Words for your resume

Accelerated	Clarified	Directed	Fostered	Maximized	Quantified	Stimulated
Achieved	Coached	Discovered	Founded	Measured	Reached	Streamlined
Acquired	Co-authored	Dispatched	Furthered	Mentored	Reconciled	Strengthened
Administered	Completed	Documented	Gained	Merged	Recruited	Succeeded
Advanced	Composed	Earned	Generated	Mobilized	Redesigned	Supervised
Advised	Consolidated	Edited	Guided	Modified	Reduced	Surpassed
Advocated	Consulted	Educated	Hired	Monitored	Refined	Surveyed
Aligned	Converted	Enabled	Identified	Motivated	Refocused	Sustained
Amplified	Conveyed	Enforced	Illustrated	Navigated	Regulated	Targeted
Analyzed	Convinced	Engineered	Implemented	Negotiated	Rehabilitated	Taught
Arbitrated	Coordinated	Enhanced	Improved	Operated	Remodeled	Tested
Assembled	Corresponded	Ensured	Influenced	Orchestrated	Reorganized	Tracked
Assessed	Counseled	Established	Informed	Organized	Replaced	Trained
Attained	Created	Evaluated	Initiated	Outpaced	Resolved	Transformed
Audited	Critiqued	Examined	Inspected	Outperformed	Restructured	Unified
Authored	Cultivated	Exceeded	Inspired	Overhauled	Revamped	United
Authorized	Customized	Executed	Instituted	Oversaw	Reviewed	Updated
Awarded	Decreased	Expanded	Integrated	Partnered	Revitalized	Upgraded
Blocked	Defined	Expedited	Interpreted	Persuaded	Screened	Verified
Boosted	Delegated	Explored	Investigated	Pioneered	Scrutinized	Yielded
Briefed	Delivered	Facilitated	Itemized	Planned	Secured	
Built	Demonstrated	Fielded	Launched	Produced	Shaped	
Calculated	Designed	Forecasted	Lessened	Programmed	Showcased	
Campaigned	Developed	Forged	Lifted	Promoted	Simplified	
Capitalized	Devised	Formalized	Lobbied	Publicized	Spearheaded	
Chaired	Diagnosed	Formed	Mapped	Qualified	Standardized	