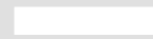


**V M C**  
**Q U I C K**  
**T I P S F O R**  
**J O B**  
**S E E K E R S**



**V A L E R I E M A R T I N E L L I , M P A**



## VMC Resume Quick Tips:

- Always use action verbs
- Never use passive voice
- Include your successes!
- Use data to back up those successes.
- Use keywords appropriately.
- Be aware of ATS (Advanced Tracking Systems) & how each one functions.
- Include your skills.
- Include a brief Summary, not an Objective.
- Be succinct! Skip the fluff.
- Keep it relevant.
- New position= new targeted resume for role.
- Be aware of the black hole & not receiving responses or only rejections.

## **VMC LinkedIn Tips:**

- Get a Custom URL
- Use a Professional Photo
- Write a Creative Headline & Summary telling your story.
- Use Target Job Descriptions
- Show Your Achievements
- Network, Update, Share!
- Join Groups & Be Active
- Have an All-Star Profile