

HOW TO WRITE WINNING

**RÉSUMÉS,
APPLICATIONS &
PERSONAL STATEMENTS**



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

RESUME



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

RESUME

/ to continue; to pick up from where something has stopped. /



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

RÉSUMÉ



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

RÉSUMÉ



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

RÉSUMÉ



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

INDUSTRY-SPECIFIC



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

CONVENTIONAL

≠

UGLY



WWW.QUANTICO.SG

LET'S GET THE BASICS CORRECT

DIFFERENTIATE YOU



WWW.QUANTICO.SG

LET'S GET THE FORMAT CORRECT

A SUMMARY OF YOUR EXPERIENCES & ACCOMPLISHMENTS



WWW.QUANTICO.SG

LET'S GET THE FORMAT CORRECT

**THE PURPOSE OF A RÉSUMÉ IS TO
CREATE A CONNECTION**



WWW.QUANTICO.SG

LET'S GET THE FORMAT CORRECT

- **NAME & ADDRESS**
- **MISSION**
- **EXPERIENCE**
- **EDUCATION**
- **SKILLS**
- **INTERESTS**
- **REFERENCES**
- **SOCIAL MEDIA (your online presence)**



WWW.QUANTICO.SG

LET'S GET THE FORMAT CORRECT

MAXIMUM 2 PAGES



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

MAKING AN IMPRESSION



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

MAKING AN IMPRESSION

CONSISTENT HEADINGS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

NEED A PHOTO?



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

NEED A PHOTO? RECOMMENDED



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

NEED A TYPEFACE?



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

NEED A TYPEFACE?

ABSOLUTELY



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

TYPEFACES SHOW PERSONALITY



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

Arial

Century Gothic

Comic Sans

Courier New

Georgia

Gill Sans

Helvetica

Minion Pro

Myriad Pro

Times New Roman

Trebuchet

Verdana



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

WRITE A COVER EMAIL



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

WRITE A COVER EMAIL

1. COLD EMAIL

2. WARM EMAIL



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

COLD EMAIL

- 1. HOW DID YOU FIND OUT?**
- 2. WHY DO YOU WANT TO APPLY?**
- 3. WHAT ARE YOU SENDING THROUGH?**



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

WARM EMAIL

- 1. WHO IS THE CONNECTION?**
- 2. WHY DO YOU WANT TO APPLY?**
- 3. WHAT ARE YOU SENDING THROUGH?**



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

USE PROPER / PERSONAL SALUTATIONS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

USE PROPER / PERSONAL SALUTATIONS

WHEN TO USE A FIRST NAME

WHEN TO USE MR. / MISS / MRS. / MS.



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

WHEN TO USE A FIRST NAME

YOU ARE 30 AND ABOVE

OR

RECIPIENT HAS USED HIS/HER FIRST NAME

WHEN TO USE MR. / MS.

YOU ARE UNDER 30

AND

YOU HAVE NOT CORRESPONDED BEFORE



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

WRITE FROM THE FIRST PERSON POINT-OF-VIEW



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

WRITE FROM THE FIRST PERSON POINT-OF-VIEW

Helped increase
membership by 5%
from January to
March 2012

I helped increase
membership by 5%
from January to
March 2012



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

WRITE WITH PARALLEL GRAMMAR



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

WRITE WITH PARALLEL GRAMMAR

SKILLS:

Good negotiator

Organization

Works well under pressure

Good listening skills



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

WRITE WITH PARALLEL GRAMMAR

SKILLS:

Good negotiator
Organization
Works well under pressure
Good listening skills

SKILLS:

Good negotiator
Diligent organizer
Calm under pressure
Excellent listener



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

WRITE WITH PARALLEL GRAMMAR

SKILLS:

Good negotiator
Organization
Works well under pressure
Good listening skills

THE I AM TEST

SKILLS:

Good negotiator
Diligent organizer
Calm under pressure
Excellent listener



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

USE BENEFIT-DRIVEN WORDS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE BENEFIT-DRIVEN WORDS

Responsible for \$150,000 in
raised funds



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE BENEFIT-DRIVEN WORDS

Responsible for \$150,000 in
raised funds

Successfully raised
\$150,000 in funds to build the
new wing



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE BENEFIT-DRIVEN WORDS

Managed a team of
10 engineers



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE BENEFIT-DRIVEN WORDS

Managed a team of
10 engineers

Lead 10 engineers in a team to
achieve core project targets



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE BENEFIT-DRIVEN WORDS

Implemented a new filing and
inventory system



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE BENEFIT-DRIVEN WORDS

Implemented a new filing and inventory system

Improved record-keeping accuracy through a new filing and inventory system



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE BENEFIT-DRIVEN WORDS

SHOW THE BENEFITS

DON'T TELL THE ACTIVITY



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CONTENT

CREATE A PERSONAL STATEMENT



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CREATE A PERSONAL STATEMENT

4 PARAGRAPHS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CREATE A PERSONAL STATEMENT

FORMAT:

INTRODUCTION

FIRST REASON FOR APPLYING

SECOND REASON FOR APPLYING

CONCLUSION



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CREATE A PERSONAL STATEMENT

FORMAT:

INTRODUCTION

FIRST REASON FOR APPLYING

SECOND REASON FOR APPLYING

CONCLUSION



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CREATE A PERSONAL STATEMENT

REASON FOR APPLYING (1 sentence)



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CREATE A PERSONAL STATEMENT

REASON FOR APPLYING

SUPPORT YOUR REASON (3 – 4 sentences)



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CREATE A PERSONAL STATEMENT

REASON FOR APPLYING

SUPPORT YOUR REASON

REITERATE YOUR REASON (1 sentence)



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

CREATE A PERSONAL STATEMENT

REASON FOR APPLYING (1 sentence)

SUPPORT YOUR REASON (3 – 4 sentences)

REITERATE YOUR REASON (1 sentence)



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

HAVE 2 OR MORE RÉSUMÉS / APPLICATIONS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

NAME & LABEL EVERY RÉSUMÉ FOR YOUR RECORD



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

NAME & LABEL EVERY RÉSUMÉ FOR YOUR RECORD

17-June-2012-Brilliant-Bank-Application



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

NAME & LABEL EVERY RÉSUMÉ FOR YOUR RECORD

18-June-2012-XYZCorp-Product-Manager-Application



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

MAKE YOUR ONLINE PROFILE CONSISTENT



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

COMMON ATTRIBUTES ACROSS ALL RÉSUMÉS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

GET A LINKEDIN PROFILE



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

YOUR LIFE ONLINE IS VISIBLE TO EVERYONE



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

CHECK YOUR SOCIAL MEDIA SETTINGS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

GOOGLE YOURSELF REGULARLY



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

DO NOT COPY-PASTE APPLICATION LETTERS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

ALWAYS GET THE SPELLINGS 100% CORRECT



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

STRATEGY

RESEARCH YOUR TARGETS ONLINE



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

FINAL TOUCHES

DISTRIBUTE ONLY IN PDF SECURED MODE



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

FINAL TOUCHES

USE STANDARD FILE NAMING CONVENTIONS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE STANDARD FILE NAMING CONVENTIONS

John-Smith-Application-24-November-2012



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

USE STANDARD FILE NAMING CONVENTIONS

~~JS_Application_27_November_2012~~



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

FINAL TOUCHES

WATCH YOUR EMAIL ADDRESS



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

WATCH YOUR EMAIL ADDRESS

coolgirl747@hotmail.com

jessica-cutie-squirrel@aol.com

motorbikesrockall@gmail.com



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

RÉSUMETRICS

MEASURE YOUR
APPLICATION EFFECTIVENESS SCORE



WWW.QUANTICO.SG

LET'S GET THE STYLE & SUBSTANCE CORRECT

RÉSUMETRICS

hello@quantico.com.sg



WWW.QUANTICO.SG

KEEP IN TOUCH

quantico.sg

facebook.com/QuanticoSg



WWW.QUANTICO.SG