The Walt Disney Company

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# TELL US YOUR STORY: PERSONALIZING YOUR RESUME

Think of your resume as the cover of a book or trailer of a movie - it's a first impression that captures the attention of our recruiters and gives them a glimpse into who you are professionally as well as insights into whether you meet the qualifications of the role.

Using the job description of the role you'll be applying to, customize your resume to highlight your skills, experience, education and other qualifications that are most relevant to the position.

## BEST PRACTICES: CRAFTING YOUR RESUME

### KEEP IT SIMPLE

- Use standard fonts and legible sized font.
- Avoid using images and special characters.
- Do not use headers and footers for contact information.

### INCORPORATE KEYWORDS

- Use verbiage from the job posting in your resume; however, add those phrases into your resume in a natural way rather than copying and pasting.

### MINIMIZE MISTAKES

- Proofread for typos, grammatical errors and inconsistency with formatting.
- Ask a trusted mentor, colleague or friend to review for accuracy and grammar.

### INFORMATION TO OMIT

- Career objectives are not necessary; consider a professional summary (a written version of an elevator pitch) instead.
- If references are required, the recruiter will advise and collect that information from you at the applicable time; therefore, you do not need to include references on your resume.
- Sensitive, personal or confidential information should not be included on your resume.



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Still feeling overwhelmed by what to include?
Review the information below for tips to make each section of your resume shine!

## SECTION BY SECTION

### HEADING

- Name should be predominant, followed by your pertinent contact information (i.e., telephone number and email address).
- Include your LinkedIn URL; however, do not include other social media accounts.
- Provide an appropriate email that you can check regularly, as this is often a primary method of contact especially during the early stages of the hiring process.
- If applicable, include a link to your portfolio.

### PROFESSIONAL SUMMARY (OPTIONAL)

- Similar to an elevator pitch, this summary should briefly summarize your professional background, top skills and strengths, attributes you're known for and your interest/alignment to the role.

### EDUCATION AND SKILLS

- Add any relevant education, beginning with the name of the school, college, or university. List your field of study, degree, diploma, or certification and the graduation or expected completion date, and location.
- Incorporate any related achievements such as Disney Aspire, applicable associations or organizational memberships, etc.

### EXPERIENCE

- List experience in reverse chronological order (meaning most recent at the top).
- Each position/role held should have around 3–5 supporting bullets that include key highlights of your accomplishments and whenever possible, provide quantitative data as reinforcement of your contributions and/or results.
- Keep bullet sentences to approximately 10–15 words in length whenever possible.
- Use action verbs to start each bullet as a way to describe your achievements.

### ADDITIONAL SECTION OPTIONS

- Other sections you may include on your resume could be Skills, Certifications, Affiliations, Projects, Volunteering, or Awards/Accolades.
- If adding a skills section, focus on technical skills rather than any soft skills (such as leadership, communication, problem-solving) which can be incorporated into your Professional Summary.

### HELPFUL LINKS

- Candidate Resources
- Portfolio Tips
- Company Benefits

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