Rachel's Resume Rewrite (2025 Edition)
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🎯 STEP 1: DITCH THE GENERIC FORMAT

❌ Avoid these:

- Microsoft Word default templates
- Functional resumes with no work timeline
- Generic summaries like "hard-working team player"

✅ Use instead:

- Chronological + Hybrid layout
- Visible job titles, dates, metrics
- A trust-led headline like "Remote Customer Support Pro | Scam-Safe Hiring Aligned"

🔎 STEP 2: MATCH THE JOB BOARD

Different boards = different filters.

FlexJobs-Ready Tips

- Use remote-first language in top 3 bullet points
- Avoid buzzwords and overly casual tone
- CTA: FlexJobs

The Ladders-Ready Tips

- Lead with achievements (e.g. "Increased retention by 24%")
- Add an "Awards + Metrics" sidebar
- CTA: The Ladders

IAP Careers-Ready Tips

- Align to async-friendly keywords (e.g. "timezone-flexible", "self-managed")
- CTA: IAP Careers Resume Tool

🧠 STEP 3: SHOW REMOTE TRUST SIGNALS

Add a "Remote-Ready Toolkit" Section:

- Tools: Slack, Notion, Zoom, Asana, GSuite
- Traits: async communicator, self-disciplined, timezone-adaptable
- Optional: VPN use + scam filtering knowledge

📎 STEP 4: PDF + TRACK IT

- Save as: `FirstnameLastname_RemoteResume2025.pdf`
- Always send PDF, never .docx or .pages
- Log applications + feedback in tracker sheet

💡 This document is built for Rachel — scam-fatigued, proof-seeking, and finally job hunting with strategy.

More at: RemoteWorkConnect.com/resume-strategy