Resume Formatting Guide

From DynamicsFocus, LLC

The following guidelines are designed to help you create a resume that effectively showcases your expertise and experience in the Microsoft Dynamics and NetSuite ecosystem. Our clients consistently request specific formatting standards that make it easy to quickly assess qualifications and identify subject matter experts.

Key Recommendations

1. Format Style: My **STRONG** recommendation is to follow the standard "old school" chronological format. While it may seem traditional, my clients have consistently requested this format. It is important to be able to easily scan the pages and determine at a glance where you have worked and when you accomplished certain things.

2. Level of Detail: I would **STRONGLY** recommend more information than less and as much detail as possible. My clients are expecting me to identify subject matter experts for them, so it is important to be able to convey the depth of your experience.

3. Demonstrate Consistency: I would also suggest repetition. Indicating that you have handled a similar role or function and have worked with a particular piece of software on multiple occasions is beneficial and helpful in presenting your credentials as a potential SME.

Recommended Resume Template

The following is a general layout or format that you can use as a template:

Contact Information (Header)

Name

Address

Phone

Email

Education & Certifications

Degree(s)

Certifications with dates

Employment History

Company Name, Location — Overall Dates of Employment

A sentence or two describing or highlighting the company credentials.

Current Title — Dates (if multiple positions with same company)

Responsibilities:

6–12 key objectives or responsibilities, in bullet point fashion:

• [Responsibility 1]

• [Responsibility 2]

• [Responsibility 3]

• [Continue as needed...]

Accomplishments:

3–6 noteworthy accomplishments, in bullet format:

• [Accomplishment 1]

• [Accomplishment 2]

• [Accomplishment 3]

Previous Title (if with same company) — Dates for that position

Responsibilities:

6–12 key objectives or responsibilities, in bullet point fashion again

Accomplishments:

3–6 noteworthy accomplishments, in bullet format

Repeat this structure for each previous employer, maintaining chronological order.