

TEN CRITICAL RESUME TIPS TO UNDERSTAND AND APPLY

#1 – Keep it simple, clean, concise, and professional

Hiring managers don't have time to waste on confusing and unorganized resumes. Use a format which is visually appealing and minimizes empty space. We suggest using bullet statements which make highlighting key accomplishments easier as compared to writing paragraphs. Don't include personal interest or hobbies since these aren't relevant within a resume.

#2 – Customize your resume to each specific position

Don't send the same resume for every job opportunity; develop a tailored resume for each position of interest. Use specific words from the advertisement or job description and align your skills, strengths, and experience against what's required.

#3 – Focus on results, not activities, in your resume and be specific

Don't just provide a job title and a description of your duties - tell the hiring manager what you did that mattered. Use words like improved or increased and quantify the impact with numbers or a percentage (i.e.: increased sales by 27%).

#4 – Don't let important information get hidden within your resume

Get the reader's attention quickly by including the most critical information at the top. When readers don't find relevant materials quickly, they're more likely to stop reading or begin scanning. Make them want to read your entire resume.

#5 – Promote yourself, but don't lie or expand on the truth

Highlight your strengths, skills, education, and experience which align to the position, however, don't go overboard by taking credit for things you didn't accomplish, expanding job titles/duties or listing degrees/training you didn't complete.

#6 – Avoid having major gaps in your timeline

A gap of several months can signal a potential issue. If possible, show your community or volunteer work, training, or list being a caregiver. A gap that can't be addressed on the resume isn't a show stopper, however, be ready to discuss it.

#7 – Use plain language in your resume (don't use acronyms, jargon, or slang)

Resumes that deviate from this rule can risk confusing the reader. When this happens, you won't get credit for the activity or accomplishment you're trying to explain. Use plain language and plan to explain in greater detail during an interview.

#8 – Ask someone to proofread your resume for spelling, grammar, spacing, and punctuation

Don't overlook this critical check or believe that you can do it for yourself. World-class resumes become marginal when an error is identified. If you can't get the details right on your resume, we'll assume that you'll do the same on the job.

#9 – Check the length of your resume

Anything over 2 pages might not be read, regardless of your experience level. Focus on the most important items and only include highlights for jobs that are more than 20 years old. Focus on the quality of your materials, not the quantity.

#10 – Be consistent between your resume, on-line profiles, and during interview discussions

Employers review social media profiles to identify degrees, positions, dates, and accomplishments that are different from those on your resumes. Be consistent since this can result a red-flag and will get you removed from consideration.