

How To Rock Your Resume

Think of Your Resume as a Marketing Tool

A resume isn't just about listing your professional history; rather, it is a strategic tool for marketing your individual brand. As you build a resume, think strategically. Consider what you've accomplished in the past and what you can offer in the future. Make sure your resume tells a clear story about who you are as a professional.

Tailor Your Resume to Each New Job

Along similar lines, tailor your resume to each new role/job. One of the most common mistakes is creating one single resume and sending it out to every hiring opportunity. Instead, research the company and read the job description closely. Figure out exactly what the organization is looking for, then reflect those qualifications in your resume.

Create a Sleek, Uncluttered Design

A good way to impress a recruiter is a sleek, easily digestible resume design. Don't be afraid to cut out irrelevant experience for the sake of improving readability. Use a simple font like Times New Roman with a 10-12 point size. Utilize bullet points, short paragraphs, measurable achievements, and industry-specific keywords to stand out above the rest.

Offer a Skills Summary Right Off the Bat

As you start to build a resume, consider adding a skills summary at the top. Make sure to reflect the job description when you describe your own areas of proficiency. Also incorporate specific keywords that recruiters will immediately notice when reviewing your resume.

Highlight Your Accomplishments Rather Than Your Responsibilities

When you build a resume, you'll provide a few bullet points under each job title. Don't just rewrite the job description for your previous jobs; instead, explain what you accomplished and why you did the job better than someone else would have in the same position.

Use Proactive Action Verbs

Beyond quantifying your areas of success, also aim to use proactive verbs such as: developed, directed, created, initiated, provided, solved, guided, trained, conducted.

Power verbs like these put you in the driver's seat and sell you better to the interviewer.

Organize Your Experiences in Reverse Chronological Order

As you put together your work experiences, order them from most to least recent. Hiring recruiters are going to want to see your career progression easily. You do not have to include *every* job you've ever had so far in your life – just put down the most significant ones!

Limit Your Resume to One Page

You may have heard the warning not to exceed one page for your resume. For most people, this old rule of thumb holds true. You should be able to communicate everything you need to say on a single page. If you're emailing your resume, try saving it as a PDF first

Proofread Several Times

When you build a resume, you must be very detail-oriented. First, you must ensure a consistent design. Be intentional about margins, font, font size and spacing. Second, double check your spelling, punctuation, and word choice, and make sure your dates of employment are correct. It can also be helpful to seek out another pair of eyes to look over your resume.