LETS TALK RESUME

TIPS + ADVICE

1. Don't Include Everything
When you are crafting your resume, tailor it to the specific position you are applying to. Do not put everything on there, only your most relevant skills, experience, etc. for that specific position.

2. Ditch the Objective Statement
Unless you are making a major career change, you don't need an objective statement, becuase if your objective statment does not line up exactly with the company, you may not get the call.

3. Keep it Reverse Chronological
When sharing your experiences and accomplishments, make sure the most recent information and experience is at the top.

4. Keep it to One Page
Hiring managers typically look at the first page, and that's it. Keep your information concise. Unless you truly have enough relevant and important experience, training, and credentials, you should stick to one page.

5. Keep it Simple, Yet Stand Out
Use a basic, yet modern font. Make sure the font does not go below 10-12 pt. and leave some white space - you don't want to submit a novel! Too many words will seem overwhelming and be hard to read. Keep it simple, but also modern and creative.

6. Make Your Contact Info Prominent
Make sure to bold your name at the top of the page, and have your contact information easy to find! Typically, put your name and contact information in the top header.

7. List Out Your Skills
Use bullet points to list your most prominent and relevant skills for the position. Use columns to save space.

8. Show Personality
If you have space left, and if an interest is a good conversation starter, feel free to add something about you! Stand out to the hiring manager.

9. Keep it Recent, Keep it Relevant
Don't add all of the previous positions you've held to your resume, only add the most relevant and recent work experience you have.

10. Easy on the Bullet Points
No matter how long you've held a specific position, or how many duties it included, no work experience should be longer than 5-6 bullet points.

11. Use the Numbers
Depending on the position you are applying to, add facts, figures or numbers in your bullet points. This represents your accomplishments and is a great conversation starter.

12. Show Your Soft Skills
Try not to 'tell' your soft skills. Instead of saying 'strong leader' craft your bullet points so you *show* that you are a strong leader.

13. Keywords
Scan the job description and application for keywords and make sure to add them in your resume where you see fit. Many companies use SEO to search through the resumes.

14. Education After Experience
When talking about your education, put it after your work experience. Employers are more interested in learning about your relevant experience.