

TEN ADDITIONAL RESUME TIPS TO UNDERSTAND AND APPLY

#1 – Make sure the digital files you submit, including your resume, are labeled properly

The label or file name of your digital resume and other items you submit as part of your application might be the first impression a hiring manager gets of you. Be sure to save or rename before sending to include your last name along with a key-word like resume, cover letter, or transcript. First names or initials are optional for most, but critical if you have a common last name. Your objective is to stand-out from the crowd and files labeled with just the word “resume” or “resume-version4” make you appear like everyone else. Also, remove the version number since this is a distraction. Good examples: Glen-Wilson-resume | R_Jenkins_resume | Kline-Thomas-coverletter | Brett_Robinson_transcript

#2 – Use a consistent format and font

An inconsistent format communicates lack of attention to detail. Check your spacing and margins, especially if there are multiple pages. Make sure you have the same font size and style when you cut/paste items into an existing resume. Use a consistent format on dates – for example (12/2/2009 & 6/11/14) aren’t consistent and combining Dec 2011 with April 2012 in the same resume is another common mistake since both months should be spelled out or abbreviated similarly.

#3 – Remove basic skills that can distract readers

Today’s junior high students are proficient in Microsoft Office, yet many candidates still include these types of basic skills on resumes. It’s simple: don’t include space fillers and distractors. Use this space to show them how you can add value.

#4 – Include your contact information and make sure it’s current and correct

Don’t go to the trouble of developing a strong resume and fail to include your contact information. Sounds strange, however, we continue to see this mistake. A variation of this is when the contact information isn’t current or correct.

#5 – Use an appropriate email address

Don’t use an unprofessional sounding email (funnyguy13@gmail.com) and avoid using a current employer’s email unless you’re changing positions within your organization. Create a new account that’s professional and includes your name.

#6 – Move education, degrees, training, and certification information to the bottom

Resumes communicate your ability to add value by showing skills and experiences which align to the position. Education, training, and certifications come next to reinforce/complement previous materials while satisfying hiring requirements.

#7 – Proofread everything

This is so important that we needed to repeat it – proofread everything you send as part of your employment package (resume, application, cover letter) since one misspelling or grammar error can prevent you from getting your dream job.

#8 – Remove hanging words

A single word (or two) on a line detracts from a resume’s professional appearance. When drafting, look for and prevent hanging words and short lines by reducing or expanding the text to ensure it goes at least half way across the page.

#9 – Remove uncommon acronyms

Uncommon acronyms confuse the reader & detract from a resume. A simple solution is to spell it out the first time used.

#10 – Get rid of the objective statement

These statements don’t tell the reader anything. Even the best objective statement only communicates that you’re interested and possibly qualified. Don’t waste this space with useless generic words that don’t strengthen your resume.