

Resume Tips from a Recruiter

Benefits

Find out what you can do with your newly polished resume in addition to landing the job of your dreams.

Blunders

Use this handy checklist to ensure that your resume is ready for even the toughest critics.

Bottom Line

What exactly do employers think when they see your resume?





On average, every
corporate job
opening attracts
250 resumes.*

Your
resumé

Working with a recruitment firm tremendously increases the chances of your resume being seen and reviewed by the right people.

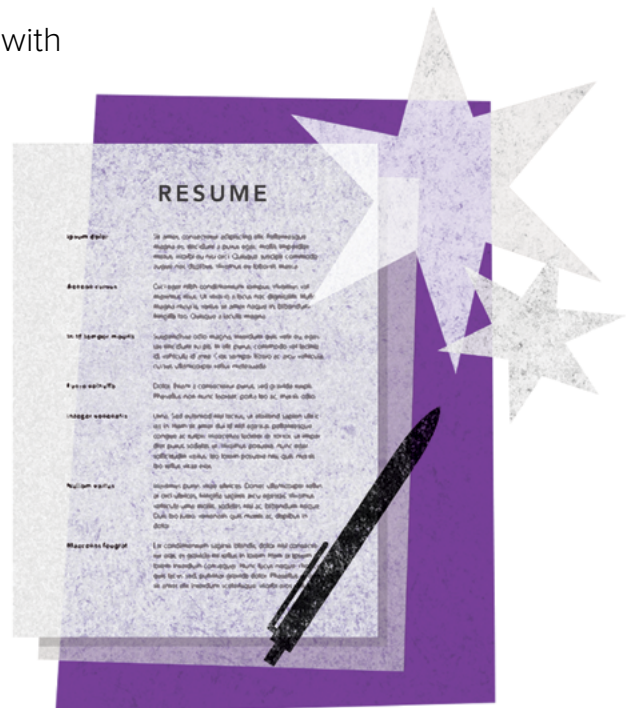
That being said, your resume still needs to stand out against the others.

Use this guide to understand all the dos and don'ts of resume writing.

* inc.com

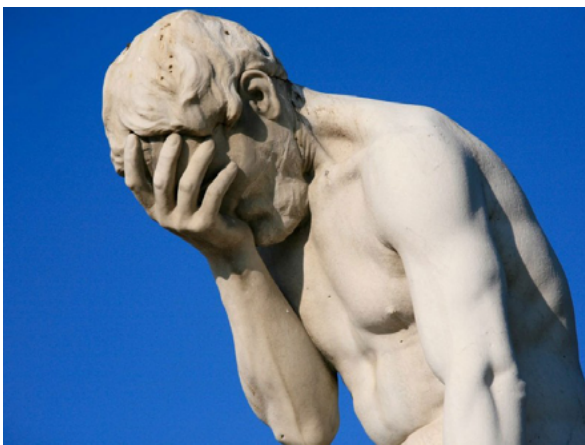
Benefits of writing a winning resume

- Helps focus your attention on your skills and experience and clarify vision for future professional development or career transition
- Ready to send to a recruiter at a moment's notice (and secure that interview immediately)
- Can be distributed at networking opportunities to cultivate professional contacts
- Establishes you as an authority in your field and showcases your ability to create visually appealing, effective professional documents
- Supports your effort to seek out unique professional interactions in your industry
- Guides you in maintaining consistency with social media profiles



The ultimate list of Resume Blunders

- Typos and grammatical errors
- Inconsistency in formatting
- Writing in ALL CAPS or **all bold**
- Not listing most recent employment first
- Inappropriate email address
- Format too difficult to send or view on every device
- Too wordy or too brief
- Hyper-modesty
- Not quantifying specific accomplishments
- Dates and content not consistent with another social media posting
- Listing job or education that cannot be verified



Critical Mistakes Explained

Objective or summary concerns

Objective or summary statements are not necessary. Often, this declaration of competency is written in a manner that is misleading, ambiguous, overly specific, too wordy or simply ineffective. There is no need to include.

Blatant errors

According to CareerBuilder, 58% of resumes have typos. There may be hundreds (or even thousands!) of responses to a single job posting. One of the easiest ways to quickly sort through resumes is to immediately throw out any containing errors.

Bad formatting

If your resume is hard to read or takes too long to open because of its file format, it will also be eliminated promptly. There is just too much competition for each posting.

Hyper-modesty

Don't sell yourself short! This is your one chance to share your accomplishments.

What Makes a Good Resume?

Formatted correctly

- Use a template with columns and bullet points
- Incorporate both italics and bold fonts
- Maintain consistency with punctuation, font, tabs and verb tense
- Choose a professional font in 11 pt or larger

Concise and measurable job experience

- List in reverse chronological order
- Highlight accomplishments and unique achievements
- Quantify with numeric values when possible
- Start every bullet point with a verb (in correct tense)

Visually appealing

- Include appropriately sized margins
- Critical information is easy to access quickly
- Use bullet points rather than paragraphs

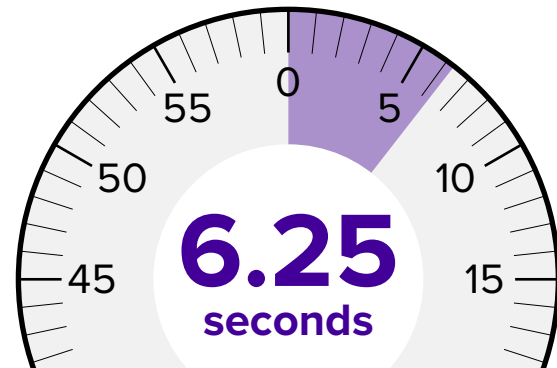
Customized for effectiveness

- Wording, format, highlighted accomplishments and achievements reflect professional focus
- Define your accomplishments with specific examples rather than using common “buzzwords”

Stats & Stuff



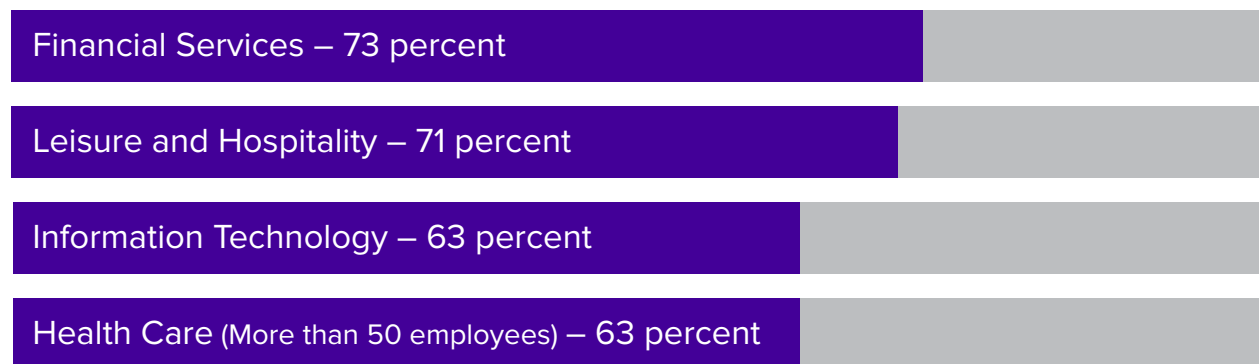
Business2Community



Recruiters only spend an average of 6.25 seconds looking at a candidate's resume before deciding whether he or she is a fit for a job.

Forbes

Industries most likely to report catching resume lies:



CareerBuilder



One spelling or grammar mistake and your CV will be thrown in the trash can.

The Undercover Recruiter

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