

THE ULTIMATE RESUME GUIDE



WorkReign

21 TIPS TO WRITING A RESUME THAT GETS RESULTS!

- 1. THE BEST RESUME IS SIMPLE, CLEAN AND CONSERVATIVE.** Add a modern touch with hyperlinks to your social profiles and portfolios.
- 2. BE HONEST WITH YOURSELF ABOUT YOURSELF.** If you do not have enough experience to add quality content to all of the sections, consider working on your qualifications before you start applying for jobs; find a free course or volunteer in your field to gain instant education or experience that will really beef up your quals.
- 3. PUT YOUR BEST FOOT FORWARD ON THE FIRST PAGE.** Only 10-15 seconds are spent reviewing resumes, make sure the first information the recruiter sees is impactful.
- 4. INCLUDE ACTUAL SUPPORTING LANGUAGE** from your references within the body of your resume. This goes above and beyond a simple reference list with contact information.
- 5. NO MATTER HOW MUCH EXPERIENCE YOU HAVE,** resumes should never exceed 2 pages.
- 6. USE VERBS AND NOUNS IN YOUR RESUME** because they are objective. Avoid adjectives because they are subjective.
- 7. TAILOR YOUR RESUME FOR EACH JOB APPLICATION** not only to be as responsive as possible to the human reader, but to also pass corporate website submissions, many of which use electronic screening technology to weed out resumes that don't match the job description.
- 8. ALWAYS SUBMIT YOUR RESUME IN PDF FORMAT** to minimize changes that are out of your control.
- 9. UNLESS SPECIFICALLY ASKED, DO NOT WASTE YOUR TIME WITH WRITING COVER LETTERS** (that's right, cover letters, unless asked for, are a waste of your time).
- 10. ALWAYS PRINT YOUR RESUME TO PROOF-READ IT** after you have proofread it online.
- 11. ASK** a trusted friend, family member, mentor or teacher to proof-read your resume after you have proof-read it.
- 12. PRINT 2 HARD COPIES** of your resume for interviews. You've applied electronically, however interviewers may still ask for a hard copy.
- 13. KEEP YOUR RESUME SIMPLE AND CLEAN.** Use a standard font, font size and easy to read layout.
- 14. AVOID** the use of photos, graphics or loud colors. Include a link to your portfolio, if applicable
- 15. PROVIDE YOUR EMAIL ADDRESS ON YOUR RESUME.** Never provide your home address and carefully consider whether you want to include your phone number.
- 16. DO NOT EMBELLISH YOUR QUALIFICATIONS.** If you have a strong command of the language, effective wordsmithing will be enough to craft your experience in the most persuasive manner possible.



17. **UNDERSTAND** the true value of LinkedIn, which is the ability to apply to a high quantity of quality openings. Create a profile, make connections, but most importantly, activate search agents and apply regularly (and instantly) through the LinkedIn app.
18. **COMMUNICATE.** Mine your network to find a connection to the organization that you are applying to. Reach out and ask the person if they have a few minutes to give you some insight into the organization because you are applying and if possible, reflect some of this insight into your resume. Do not ask for any favors – if they are amenable to putting in a good word for you, they will without your having to ask.
19. **AVOID** abbreviations, acronyms and terms of art in your resume. Resumes should be written simply and at a level that a 7th grader, not an executive could understand.
20. **EXPLAIN,** don't hide gaps in employment – recruiters will appreciate your candor. Try to answer all questions within your resume. This will build a sense of trust, confidence and openness.
21. **MAKE YOUR RESUME SEARCHABLE.** In addition to applying for jobs as you find them, post your resume to CareerBuilder and Indeed. Recruiters really do use these sites. Don't forget to post to any educational institutions or professional association job boards that you are associated with.

Need more help with your resume? Try the interactive resume builder at WorkReign.com.