

Get the Job *with* RESUME TIPS THAT REALLY WORK!

Use effective titles

Like it or not, employers will usually make a judgment about your resume in 5 seconds. Under this time frame the most important aspect will be the titles that you listed on the resume, so make sure they grab the attention. Try to be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences. For example:

Bad title: Accounting

Good title: Management of A/R and A/P and Recordkeeping

Use bullet points

No employer will have the time (or patience) to read long paragraphs of text. Make sure, therefore, to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

Where are you going?

Including professional goals can help you by giving employers an idea of where you are going, and how you want to arrive there. You don't need to have a special section devoted to your professional objectives, but overall the resume must communicate it. The question of whether or not to highlight your career objectives on the resume is a polemic one among Human Resources Managers, so go with your feeling. If you decide to list them, make sure they are not generic.

Put the most important information first

This point is valid both to the overall order of your resume, as well as to the individual sections. Most of the times your previous work experience will be the most important part of the resume, so put it at the top. When describing your experiences or skills, list the most important ones first.

Attention to the typography

First of all make sure that your fonts are big enough. The smallest you should go is 11 points, but 12 is probably safer. Do not use capital letters all over the place, remember that your goal is to communicate a message as fast and as clearly as possible. Arial and Times are good choices.

Explain the benefits of your skills

Merely stating that you can do something will not catch the attention of the employer. If you manage to explain how it will benefit his company, and to connect it to tangible results, then you will greatly improve your chances.

Avoid negativity

Do not include information that might sound negative in the eyes of the employer. This is valid both to your resume and to interviews. You don't need to include, for instance, things that you hated about your last company.

Achievements instead of responsibilities

Resumes that include a long list of "responsibilities included..." are plain boring, and not efficient in selling yourself. Instead of listing responsibilities, therefore, describe your professional achievements.

Proofread it twice

It would be difficult to emphasize the importance of proofreading your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many as necessary.

No hobbies

Unless you are 100% sure that some of your hobbies will support your candidacy, avoid mentioning them. I know you are proud of your swimming team, but share it with your friends and not with potential employers.

One resume for each employer

One of the most common mistakes that people make is to create a standard resume and send it to all the job openings that they can find. Sure it will save you time, but it will also greatly decrease the chances of landing an interview (so in reality it could even represent a waste of time). Tailor your resume for each employer. The same point applies to your cover letters. It's also a good idea to save your resume document as your name - i.e. John Smith.Buca. Resume. Too many times Human Resources Managers get resumes titled "resume2" or "updated resume" and it creates a lot of confusion.

Identify the problems of the employer

A good starting point to tailor your resume for a specific employer is to identify what possible problems he might have at hand. Try to understand the market of the company you are applying for a job, and identify what kind of difficulties they might be going through. After that illustrate on your resume how you and your skills would help to solve those problems.

Go with what you got

If you never had any real working experience, just include your summer jobs or volunteer work. If you don't have a degree yet, mention the title and the estimated date for completion. As long as those points are relevant to the job in question, it does not matter if they are official or not.

No lies, please

Seems like a no brainer, but you would be amused to discover the amount of people that lie in their resumes. Even small lies should be avoided. Apart from being wrong, most Human Resources departments do background checks these days, and if you are busted it might ruin your credibility for good.

Get someone else to review your resume

Even if you think your resume is looking perfect, it would be a good idea to get a second and third opinion about it. We usually become blind to our own mistakes or way of reasoning, so another person will be in a good position to evaluate the overall quality of your resume and make appropriate suggestions.

One or two pages

The ideal length for a resume is subjective. Most employers and recruiting specialists, however, say that it should contain one or two pages at maximum. Just keep in mind that, provided all the necessary information is there, the shorter your resume, the better.

Use action verbs

A very common advice to job seekers is to use action verbs. But what are they? Action verbs are basically verbs that will get noticed more easily, and that will clearly communicate what your experience or achievement were. Examples include managed, coached, enforced and planned.

Make the design flow with white space

Do not jam your resume with text. Sure we said that you should make your resume as short and concise as possible, but that refers to the overall amount of information and not to how much text you can pack in a single sheet of paper. White space between the words, lines and paragraphs can improve the legibility of your resume.

No pictures

Sure, we know that you are good looking, but unless you are applying for a job where the physical traits are very important (e.g., modeling, acting and so on), and unless the employer specifically requested it, you should avoid attaching your picture to the resume.

No fancy design details

Do not use a colored background, fancy fonts or images on your resume. Sure, you might think that the little flowers will cheer up the document, but other people might just throw it away at the sight.

No pronouns

Your resume should not contain the pronouns "I" or "me." That is how we normally structure sentences, but since your resume is a document about your person, using these pronouns is actually redundant.

Don't forget the basics

The first thing on your resume should be your name. It should be bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed and list as much contact information as possible i.e. name, home address, email address, cell phone and home phone (if applicable). Secondly, both the name and contact details should be included on all the pages of the resume (if you have more than one).