

# RESUME TIPS - PART 1

## 1 – Make a positive first impression by keeping it simple, clean, concise and professional

Your resume creates a first impression with the hiring manager, so make it positive and make it count. Hiring managers don't have time to waste on confusing and unorganized resumes, so you need to use a format which is visually appealing and minimizes empty space. We suggest using bullet statements which make highlighting key accomplishments easier compared to full paragraphs. Lastly, don't include personal interest or hobbies since these aren't relevant within a resume.

## 2 – Customize your resume to each specific position

You should develop a tailored resume for each position of interest and avoid taking a one-size-fits all approach. Use specific words from the advertisement or job description and align your skills, strengths and experience against what's required.

## 3 – Focus on results, not activities, in your resume and be specific

Don't just provide a job title and a description of your duties - tell the hiring manager what you did that mattered. Use words like improved or increased and quantify the impact with numbers or a percentage (i.e.: increased sales by 27%).

## 4 – Don't allow important information or accomplishments become hidden

Get the reader's attention quickly by including the most critical information at the top. When readers don't find relevant materials quickly, they're more likely to begin scanning or stop reading. Make them want to read your entire resume.

## 5 – Promote yourself, but don't lie or expand on the truth

Highlight your strengths, skills, education and experience which align to the position, however, don't go overboard by taking credit for things you didn't accomplish, expanding job titles/duties or listing degrees/training you didn't complete.

## 6 – Avoid having major gaps in your timeline

An employment gap of several months or greater can signal a potential issue to a hiring manager. If possible, show your community or volunteer work, training or cite your role a caregiver. Time periods or employment gaps that can't be addressed on your resume aren't show stoppers, but you should be ready to talk about these during an interview.

## 7 – Use plain language in your resume (avoid jargon and slang)

Resumes that deviate from this rule can risk confusing the reader. When this happens, you won't get credit for the activity or accomplishment you're trying to explain. Use plain language and plan to explain in greater detail during an interview.

## 8 – Ask someone to proofread your resume for spelling, grammar, spacing and punctuation

Don't overlook this critical check or believe that you can do it for yourself. Great resumes become marginal when an error is identified. If you can't get the details right on your resume, we'll assume that you'll do the same on the job.

## 9 – Check the length of your resume

Anything over 2 pages might not be read, regardless of your experience level. Focus on the most important items and only include highlights for jobs that are more than 20 years old. Focus on the quality of your materials, not the quantity.

## 10 – Be consistent in your resume, online profiles, interview and discussions

Employers review social media profiles to identify degrees, positions, dates, and accomplishments that are different from those on your resumes. Be consistent since this can result a red-flag and will get you removed from consideration.