

Seven Resume Musts

It is not unusual for employers to receive 200 to 300 resumes per job posting. While the talent pool is certainly a great thing for employers, it is quite a daunting feat to get selected for an interview. So, how do you ensure your resume stands out in the pile of resumes ?

Here are seven useful tips to get your resume on the hiring list.

Tip #1: If you don't know how to write a resume, get help

If necessary, hire a Certified Human Resources Professional to do it. A well-written, polished resume will not only impress the hiring manager, but will be articulate and speak the language the recruiters are looking to see.

Tip #2: Do your Homework

What is the company about? What are the qualities they are looking for from incumbents? Add some key words into your resume that appear in the job posting. Is the company you are researching looking for someone to hire who can work eight shifts a week? If so, you may want to reconsider some of your extracurricular activities. You have to get inside the head of the hiring managers to understand what their company is about and whom they want to hire.

Tip #3: Be Honest and Walk the Talk

Do not write things that you have no clue how to do. Instead, furnish your resume with real proof that you have done what you say you are capable of doing.

Tip #4: Filling Gaps

Generally, resume gaps are red flags and make recruiters suspect you may have been fired, travelling the world, incarcerated or even institutionalized! Do not let them come up with visions and suspicions before they even get to meet you because that may be the difference it takes to get a job interview. If you were out of the workforce for a year travelling the world you may want to use a functional resume and highlight the many things you did, saw and learned, while you were travelling. If you play your cards right, acquiring objectives and keeping your skills current during extended travels is something you can use to fill in the gaps.

Tip #5: Formatting Your Resume

Formatting your resume to be an intelligible document both short and drives the message home is desirable. Make sure your resume is consistent throughout. Spacing, bolding and bullets should all look the same. Keep your resume to the point. You can refer recruiters to your LinkedIn profile where they can spend more time if they want to read more exhaustively and pick up on more details such as recommendations.

Tip #6: Identify your previous results

This is something that not many applicants even consider doing. Get in the habit of knowing what you have done in your previous jobs and speak of it! Simply cutting and pasting your job summary under each role you have held in your professional experiences, simply does not cut it. Show recruiters the straight goods so they know what you have done and how it made you a really valuable employee. The key to this is to add one or two bullets under the job summary and identify what you did that was great and helped your company save or make money.

Tip # 7: Proofread

We cannot stress enough the importance of proofreading your resume to eliminate spelling and grammar errors!