

Your Resume *(Excerpted from blog post: 9/18/2018)*

5 Key Points to Make Your Resume Stunning in 2018 and Heading into 2019

This is intended to give you honest, straightforward suggestions to help with your job search. We review 100++s of resumes a year so we're able to provide insight into how you compare to other job seekers.

- ✓ Looks do matter – so don't overcrowd
- ✓ Use bullet points – increase the impact
- ✓ Be careful with capital letters – don't overuse
- ✓ Your career summary should be strong!
- ✓ Review every word & sentence – it may not read awkwardly to you - have someone else read it
- ✓ Don't send your resume in PDF format
- ✓ If a phrase or statement is too short to convey something new or interesting about you – it should be removed or rewritten
- ✓ Use quantitative results when available – \$\$, %, Increased/Decreased
- ✓ Think Applicant Tracking Systems (ATS) – TOP SKILLS and Core Competencies should be clearly stated
- ✓ Lastly, state what you did and the outcome (result) – See above for quantitative results