

Essential Resume Tips

Your resume is your golden ticket to landing an interview. It is the first thing that a company sees in order to determine if you are a potential candidate for the role.

Since your first impression at any company you apply for is on paper, your resume must stand out from the crowd. Believe it or not, most resumes have glaring structural, content, and grammar issues that send them to the bottom of the pile.

Even the most qualified and experienced candidate's application may be discarded due to an error-ridden resume. Likewise, a candidate with a near-perfect resume and little direct experience may land an interview over more experienced candidates.

With a clear, organized, and error-free resume, you can increase your chances of landing an interview for your dream job. How you look on paper says a lot about you to a hiring manager.

Do you want to be seen as detail-oriented, well-written, and organized or careless, a poor communicator, and disorderly? It's all up to your resume.

Categorize, categorize, categorize

When it comes to resume writing, you need to have an order. By categorizing your education, experiences, and skills, it is easy for the reader to locate important information.

Typical resume headings include the following: Education, Professional Experience, Volunteer & Extracurricular, and Skills & Interests.

Chronological order

Within each category, it is crucial to list your experiences in chronological order. All experience should be ordered by end of employment rather than the start date. This means, your present and most recent experiences will be at the top of the list and will descend in order.

Keep it short and relevant

Some of us have a wealth of experience that is far too vast to keep to one page if we include it all. This is where we need to deliberately choose which experiences are most relevant to the position we are applying for. So yes—you may need multiple resumes that are tailored to different applications.

For example, if you are applying to a teaching position, your experience working at a bakery over the summer—while valuable and has built your skillset— is not entirely relevant to your application if you have more educational experience to fill your resume with.

Once you've narrowed down your relevant experience, be sure to stay in the 2-3 bullet range per experience. This highlights your most important skills and achievements and allows you to list more experiences or categories on your resume.

Choose your action verbs carefully

Always be sure to tailor your action verbs to the job you are applying for. Do your research and compile a list of verbs that directly correlate to the roles and responsibilities of the position.

Find applicable places to use these verbs in your prior experience bullet points.

Proofread!!

There's nothing worse than a resume full of spelling and grammar errors. This hinders the reader's ability to understand your resume and generally comes across as unprofessional.

Use a spelling and grammar checker to make sure you have proper spelling, punctuation, sentence structure, and tense agreement.