

10 Ways to Improve Your Resume

A resume is more than just a list of past jobs; it is your personal marketing tool. But how can you write a professional, compelling resume that looks every bit as good as you do when you show up for your interview? For starters, follow these 10 tips!

1. Pull them in.

Use keywords that stand out and bring attention to your abilities and accomplishments.

2. Prove it.

Don't list responsibilities. List results. Show how having you as an employee benefited your previous employers.

3. Simplify – but don't omit.

Keep your resume simple and to the point, but don't sacrifice content for length. The traditional wisdom is that a resume should only be one page long, but this is increasingly antiquated advice. While your resume may fit on one page, don't be worried if you have to continue on a second page.

4. Submit the right resume.

If you are applying to five different positions, you should have five different versions of your resume. Each one should be tailored to show why you are the best candidate for that particular job.

5. Use appropriate language.

Never speak of yourself in the first person (i.e. "I closed 20 sales daily"). Instead use sentences like "Directed 20 direct mail campaigns." And try to begin with an action verb such as Directed, Organized, Oversaw, Coordinated, Facilitated, etc.

6. Double check your spelling.

If your resume contains misspelled words, you are almost guaranteed to not get an interview. Don't rely on spell check, either. Print your resume and read it out loud. If something doesn't sound right to you, it won't sound right to an HR manager, either.

7. Keep it current.

Update your resume at least once every six months.

8. Don't waste space.

Telling the reader that "References Are Available Upon Request" is a waste of space. They know you'll provide references; it's understood.

9. Don't get too personal.

Leave out personal information such as your age, sex, height, etc. And don't include a picture of yourself. The content should pertain to your experience and qualifications. Period.

10. Monitor your results.

Is your resume working? Is it producing interviews? If not, you may want to consider seeking professional assistance.