

## Resume Writing Best Practices

### Highlight Outcomes

- What did you do to achieve the identified goal?
- What actions did you take and what do you do better as a result?
- What did you do and what was the conclusion?

**Note:** Resume bullets should be accomplishments-based vs a listing of responsibilities. Accomplishments give employers an idea of the impact you'll make in a new organization.

### Summary section

This section should highlight your skills and accomplishments in broad brush strokes. (More detailed information should be included in resume bullets.) Utilize this section to establish your brand and highlight to an employer what talents and experiences you will leverage in your next role.

**Note:** Objectives tend to focus on what the job seeker wants. Consequently, they often stop a recruiter for reading the remainder of the resume.

**Note:** This section is appropriate to include for anyone, however it is most common for job seekers with significant experience.

### Action Verbs

Use action verbs –to briefly describe the actions you took and rationale you used.

Actions you took – examples: modified, demonstrated, followed through, etc.

Rationale you used – examples: assessed, analyzed, validated, etc.

### Be succinct, yet descriptive

Use an appropriate amount of descriptive language so that a resume reader understands the issue and how you worked to resolve it. A resume is not the place for a comprehensive inventory of every job and responsibility you have had. Your resume should only include the most relevant and compelling information related to your candidacy.

**Note:** Stay away from abbreviations and acronyms employers may not understand them.

### Page Length

Page length criteria:

- Less than 5 years' work experience – always one page
- Between 5 and 10 years' work experience – one or two pages; if two pages – ensure only critical information is presented that advances your candidacy
- More than 10 years' work experience – two-pages is acceptable

**Note:** Most *initial* readers spend less than 30 seconds reviewing a resume. However, hiring managers will do a more detailed resume review. Keep a detailed/in-depth resume for a hiring manager to read.

**Tip:** Applicant tracking systems search resumes for keywords. Analyze job descriptions to determine key words for each posting and revise your resume to reflect them.

### Consider aesthetics

A dense resume with little white space is difficult to read and digest. No need to give a recruiter reason to toss your resume prior to reading it. A reader-friendly resume uses consistent and professional formatting.

**Make it impeccable**

Don't let controllable factors (typos, grammatical errors, odd spacing) negatively impact your candidacy. Review, review, review your resume.