

# 6 KEYS TO AN AWESOME RESUME

If it's been a while since you updated your resume, fear not! The 6 tips below will help you quickly and easily build a resume that sets you apart and gets you the interviews you want!

## ACCURATE

While it may go without saying, it's important to be as accurate as possible in the telling of your experience. A great test is, would you be comfortable sharing this with your colleagues and boss? Also be sure that you proofread it for accuracy of spelling and grammar!

## ORGANIZED

Your name and contact information should be at the top and easy to find. Highlight your top 3-5 major accomplishments at the top or side to give a high level view of your qualifications. Then be sure to use simple bullets to describe each of your work experiences.

## JARGON-FREE

Steer clear of acronyms your company uses or even for certifications. The first person to review your resume might not be the hiring manager or especially familiar with the specifics of your industry and you want to be sure they don't disqualify you due to confusion.

## EASY TO READ

Choose a simple font like Arial or Helvetica, going no smaller than 10 points. To make bullets more legible, be sure to give space between the lines. Use numbers in numerals instead of spelling them out. And if need be, shorten your bullet points to create more space.

## RESULTS FOCUSED

Focus not just on what you did in each of your roles but what it led to. Use action verbs and clear measurements of results to make an impact. You can write your bullets like, "[verb] [action] which led to [outcome]."

## SEARCHABLE

Copy and paste the text from your resume into a free online word cloud generator to see what keywords are most prominent. Then do the same for the job description. Are they aligned or are there keywords missing that you should include?

Finally, ask someone who isn't as familiar with your resume to read it and tell you 3 memorable things from it. Does it portray you in a way that you want to be portrayed? If not, continue to refine it until the perception matches your intention. Once you have it, it's time to get it out and share it!