7 quick fixes to make to your resume

It's hard to land a job in today's digital age. Multiple studies have shown that recruiters, on average, spend fewer than ten seconds looking at an applicant's resume. With that data in mind, how can your resume stand out from the crowd? The following best practices will send you on the right path to receiving a little extra attention from recruiters and hiring managers.

1. **Use legible font**
   Seems obvious, doesn't it? However, many candidates still choose fonts that are hard to read or not pleasing to the eye. Your goal is not to make your resume beautiful to *your* eyes. It's to make it extremely readable to the people doing the screening and hiring.

   In addition, font size should not be smaller than 10 point. Any smaller than that and you run the risk of resume readers becoming frustrated.

   Bottom line: Picking a font is just as important as the content on your resume.

2. **No more objective statements!**
   An objective statement is often a waste of your resume's real estate because it states the obvious: "To get a job." Instead, consider crafting a "Professional Summary" section that highlights who you are, what you're good at, and what you want. But make sure you get to the point quickly.

3. **Add more data**
   We often forget the magnitude of our professional accomplishments, either because we forget to record them or we downplay our individual contributions. But when you're looking for a job, you must be willing to promote yourself using objective data.

   If you've saved a company money, improved efficiency by a certain percentage, or increased revenue, record those numbers and make them prominent on your resume. Remember: if you don't toot your own horn, there is no music!

4. **Focus on accomplishments, not tasks you completed**
   Oftentimes, job applicants treat a resume like a simple "To Do" list, simply stating they completed the tasks their bosses asked them to do. Take your resume a step further and focus on how you went above and beyond to make your department, division, or company better.

   Recruiters and hiring managers want to know why you're the cream of the crop. Help them understand by stating your major accomplishments with confidence.

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5. **Make better use of your verbs**

   Any experienced writer will tell you there's power in your verbs. When crafting a resume, don't start your bullet points with verbs like "Did" or "Made". Instead, use verbs that convey information both more accurately and powerfully, such as "Designed" or "Constructed".

6. **Employ consistent formatting and font**

   A recruiter may spend a day looking at 100 or more resumes, so there's no room for anything but a flawless, compelling document that reflects who you are and what you've accomplished in the most beneficial light.

   If your resume's formatting is inconsistent, includes hard-to-read font, or is poorly-written, almost all recruiters will be turned off and your resume may go to the bottom of the pile.

   However, if your resume passes the "eye test," meaning it is easy to read, well-written, and clearly highlights why you're the right candidate for the job, a recruiter may keep looking.

7. **Include a skills section near the top**

   A skills section is a great opportunity for you to list what you'll bring to your next employer. In addition, you can easily list skills relevant to specific jobs you're applying to, allowing recruiters and hiring managers to see why you're a great fit.

   Don't think you have any skills? Think again! Review past job descriptions of positions you've filled. Think about your accomplishments over the years. Include "soft skills". Completing this exercise will help you clarify what makes you valuable, and why your next employer will be lucky to have you.

If you would like to learn more about how to develop an attention-grabbing resume that increases your likelihood of landing a job, contact us at clarkharvey@arrowheadtalentsolutions.com or 330.316.0867.