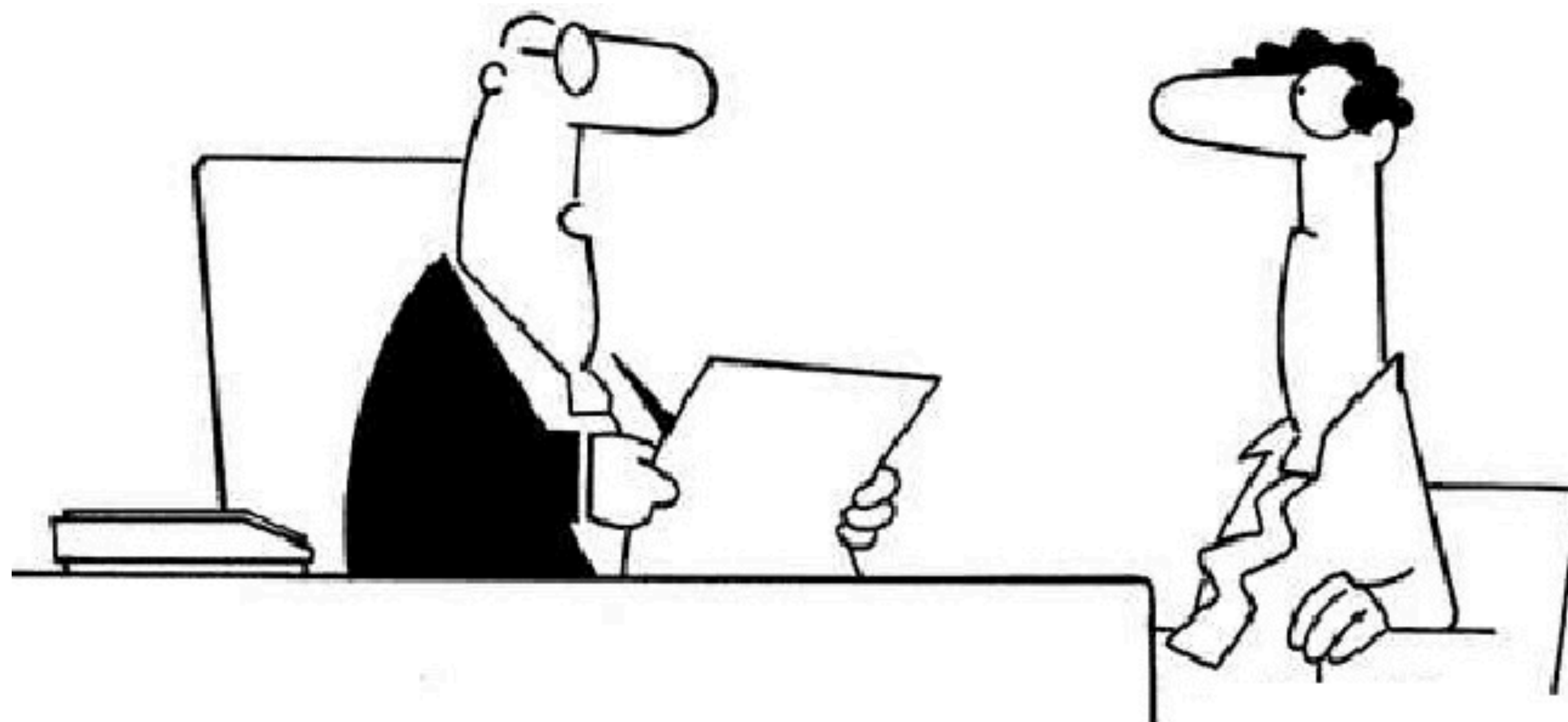


# Resume Writing



Recruiters take an average of **6 seconds** to scan a resume.

Source: TheLadders



"What do you mean it's not a good resume? Everyone in my college is using the same format"



**"I see from your resume you spent fore years  
at bizness skool."**



"An 'ability to smell fear' is a quality I've never  
seen listed on a resume before."

- **Make it simple and easy to read**
- **Make it brief**
- **Create Sections and subheadings (only the ones you need)**
- **Include only the most relevant information and put the most important information first**
- **Call attention to important achievements**
- **Include numbers**
- **Use a professional font**
- **Use Power Verbs and Action Phrases**
- **Choose appropriate margins**
- **Proofread and edit**
- **Decide whether you need a unique resume for different jobs**
- **Review resume examples for your industry**
- **Look for key words in job postings**
- **Include contact information**