

RESUME WRITING GUIDE

The top 10 tips to make your application stand out.

by DesignStudioTeti

1 ADD FOCUS

Don't put *everything* on your resume. You want to highlight why you're a match for this job, not write a memoir.

2 TALK ACCOMPLISHMENTS

You're not proving that you did stuff, you're proving that you get things done. A job title already gives the hiring manager a good impression of the kinds of tasks you worked on.

3 INCLUDE NUMBERS

When listing your accomplishments, it makes a huge difference if you can include numbers. They paint a vivid picture.

4 KEEP IT SHORT

Hiring managers receive a ton of resumes every day, so you'll make their day if you keep it short and sweet.

5 EXPLAIN WHERE NEEDED

If you've hopped jobs a lot or have a big gap in your work experience, it's good to add an explanation. It's safer to explain than to let the hiring manager assume.

6 AVOID GENERICS

Hiring managers read all day about people that are 'motivated', 'detail-oriented' and 'analytical'. It doesn't impress anymore. Be creative in how you describe yourself.

7 USE COVER LETTERS WISELY

Make sure you let your resume and cover letter reinforce each other, if you decide to include it. Refer to relevant parts of your resume in your cover letter.

8 CUSTOMIZE FOR EVERY JOB

Relevance is key, so make sure you mention work experience, accomplishments and courses that are particularly relevant for this job.

9 GET FEEDBACK

Even if you're a little uncomfortable sharing your resume with a friend or family member, it's a great idea to get feedback from someone else than the hiring manager first.

10 CHECK, CHECK, DOUBLE CHECK

Make sure you triple check spelling, grammar and even your phone number. You don't want a preventable error keeping you from landing the job.

