

# Tips to Create an Impressive and Professional Resume

Creating a standout resume could be just what you need to achieve your career dreams. And we're here to help you get started. Here are tips that will help you create a superb resume that will impress any recruiter.

Whether you're a fresh graduate seeking to take your first leap in the job market or an experienced professional looking for a career change, we've got you covered. So, let's dive in and get you that dream job!

## Choose the Right Format

**Choose the Right Format:** It is crucial to choose the right format while creating your resume. The format you select should highlight your strengths and qualifications for the role. The commonly used formats are chronological (listing work experience in reverse-chronological order), functional (emphasizing skills over work experience), and combination (a hybrid of the chronological and functional formats). Keep it clean and straightforward with proper spacing and font size. Avoid using flashy fonts and colors that may distract the hiring manager. Remember, the aim is to make it easy for the recruiter to read and understand the content of your resume.

## **Tailor Your Resume for Each Job**

**Tailor Your Resume for Each Job:** Gone are the days when a generic resume was enough to land you a job. In today's competitive market, you need to tailor your resume for each job you apply for. This means researching the company and job requirements to see what skills and experience they are looking for and then highlighting those in your resume. Don't send the same old resume to all the job openings hoping it would land you a job. Instead, customize it according to the job requirements. Use keywords to match the job description and ensure that your achievements and skills relevant to the job are highlighted. Recruiters keep an eye for candidates that have taken the time to understand the job requirements and have customized their resume accordingly. It shows your interest in the company and the job profile. So, put in the extra effort, and tailor your resume to catch the recruiter's attention, and you will surely increase your chances of getting hired.

## **Use Power Words**

**Use Power Words:** Don't underestimate the power of words. The right selection of words can make all the difference in your resume. Use strong action words like "created," "persuaded," and "initiated," to grab attention at first glance. Avoid using passive words like "managed" or "responsible for." Instead, use active words like "motivated" or "directed." Choose power verbs wisely and make sure they demonstrate your capabilities and achievements. Power words can help your resume stand out and put you ahead of the competition. So, choose them wisely.

## **Highlight Your Achievements**

**Highlight Your Achievements:** One of the most important sections of your resume is the 'achievements' section. It is an opportunity for you to showcase your accomplishments and demonstrate your value as a potential candidate. Use power words like 'trained', 'achieved' or 'initiated' to describe your achievements. However, when listing your achievements on your resume, try to be specific and show quantifiable results. For example, instead of just listing "increased sales," list "increased sales by 20% in three months." This helps to catch the attention of the recruiter and sets you apart from other candidates with generic achievements. Remember to keep it concise and relevant to the job you are applying for.

## **Quantify Your Accomplishments**

**Quantify Your Accomplishments:** Use concrete numbers to highlight your achievements instead of vague generalizations. For instance, instead of saying "Increased sales revenue", say "Increased sales revenue by 25% in Q1". Quantifying your accomplishments makes your resume more impressive and gives hiring managers a clear picture of what you can bring to the table. Don't be afraid to provide specifics - it can only help your case as long as the numbers are accurate.

## **Customize Your Resume with Keywords**

**Customize Your Resume with Keywords:** Adding relevant keywords in your resume can increase your chances of getting shortlisted for an interview, especially since many companies use automated systems to screen

resumes. Tailor your resume by carefully analyzing the job description and understanding the exact job requirements. Use the same language and industry buzzwords to highlight your skills and experience. Avoid generic phrases or terms that your competition is also using. This customized approach may take more time, but it helps you stand out from the crowd and get noticed by potential employers.

## **Include Relevant Education and Certifications**

When it comes to your resume, education and certifications matter. Include any relevant degrees or certifications you have earned that help support your qualifications for the job you're applying for. Listing pieces of education that are not relevant to the job wastes valuable space on your resume. Think twice before adding that History of Art degree if you're applying for a computer science job! Avoid this rookie trap and save valuable space on your CV for the essential information.

## **List Your Work Experience in Reverse Chronological Order**

List Your Work Experience in Reverse Chronological Order: Your work experience is crucial in determining your suitability for a job position. This is why you need to know the proper way to showcase it in your resume. Always remember to list your work experience in reverse chronological order, starting with your most recent job. This format highlights your most recent experiences and shows the recruiter what you are currently doing. It also makes it easier for them to track your career growth over time. With this layout, you are presenting yourself in the best possible light and

making it easier for the recruiter to consider your application. So, ensure that your work experience is listed in reverse chronological order.

## **Use Bullet Points to Concisely Describe Your Job Duties**

When describing your job duties in your resume, it's important to be concise. Using bullet points allows you to highlight your responsibilities in an easy-to-read format. Keep in mind, however, that your bullet points shouldn't be too brief and should provide enough detail to give the reader an idea of your tasks. Remember to use active verbs to make your descriptions more impactful. Bullet points can also be used to show your accomplishments and skills. This format will help your resume to stand out and make a lasting impression on potential employers.

## **Proofread and Edit Your Resume Carefully**

Proofreading and editing your resume is crucial to make it stand out from the crowd. Check for spelling and grammar errors, and make sure the information is up-to-date. Use bullet points to make the information easy to read, and avoid using lengthy sentences or paragraphs. Keep the format consistent and professional throughout. Have someone else proofread your resume as well, to catch any mistakes you may have missed. Remember, a small typo or mistake can be the difference between getting the job or not.

## **Make Sure Your Resume is Scannable**

When hiring managers receive hundreds of resumes for one job opening, they don't have time to read through them all. Instead, they scan resumes for relevant information. To make sure your resume is scannable, keep it

simple and organized. Use easy-to-read fonts, leave plenty of white space, and use bullet points to list your job duties. Also, make sure to use keywords relevant to the job you're applying for. Avoid using images or graphics as they can be difficult for automated tracking systems to read.

Tailor your resume to the job, use power words to highlight achievements and quantify accomplishments. Customize with keywords and include relevant education/certifications. List work experience in reverse chronological order using bullet points. Proofread and ensure the resume is scannable. Consider adding a cover letter for more impact.