



# Resume Righting

Get your resume right with these essential tips.

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Photo by [João Ferrão](#) on [Unsplash](#)  
Photo Description: A “John Doe” resume is placed on top of a laptop keyboard that sits on a bed or other comfortable space.

In this current market, employers can get hundreds of job applications within a few hours of posting. High profile, top-paying, remote 1st roles? Your resume must stand out among the many. Keeping it short and sweet like your resume should be, let’s dig into these effective tips to create a captivating resume sure to snag your dream job.

1. Limit your resume to 2 pages. [Recruiters spend less than 10 seconds](#) scanning for qualified candidates.
2. Organize the content so the most significant bits are contained on the first page. Create a “Highlights” or “Snapshot” section to showcase.
3. Maximize real estate by restricting your work history to 10 yrs. If your relevant experience exceeds 10 yrs., add pertinent information to the “Highlights” section (See tip #1), or consider a cover letter to provide detail.
4. Omit the Objective statement. Your objective is to get the job that you applied for.
5. Exclude your address. [Recruiters are looking at](#) experience, employment dates, and maybe your education.
6. Eliminate your college graduation date and GPA. It’s not needed, and it can create implicit bias.
7. Remove references to affiliations with political, religious, or cultural groups unless applicable to the desired position. These, too, can foster implicit bias.
8. Fight the urge to add “References available upon request”. This is a given.
9. Avoid long paragraphs of general tasks. Start each experience with 1–3 sentences (max) that concisely explain the main purpose of your role.
10. Bullet accomplishments. Start with a strong verb. Write in active voice. Use a thesaurus, and check out this [article](#) for examples.
11. Use specific numbers, percentages, hours, or dollars to emphasize impact e.g. “... reducing turn times by 3 hrs.”, “... which increased sales by 65%.”, “... saving the company 2M dollars”.
12. Refrain from using abbreviations, acronyms, colloquialisms, clichés, and excessive jargon.
13. [Format your resume](#) with consistent fonts, sizes, and spacing. Do not over-stylize. Keep it organized and aligned for an ATS – Compatible resume.
14. Customize your resume for each role. Use significant keywords and highlight position requirements.
15. Proofread, proofread again, and have someone review. Misspellings can be costly.