

# Upgrade Your Job Hunt: 3 Quick Ways To Improve Your Resume

 [makeuseof.com/tag/upgrade-job-hunt-3-quick-ways-improve-resume/](https://makeuseof.com/tag/upgrade-job-hunt-3-quick-ways-improve-resume/)

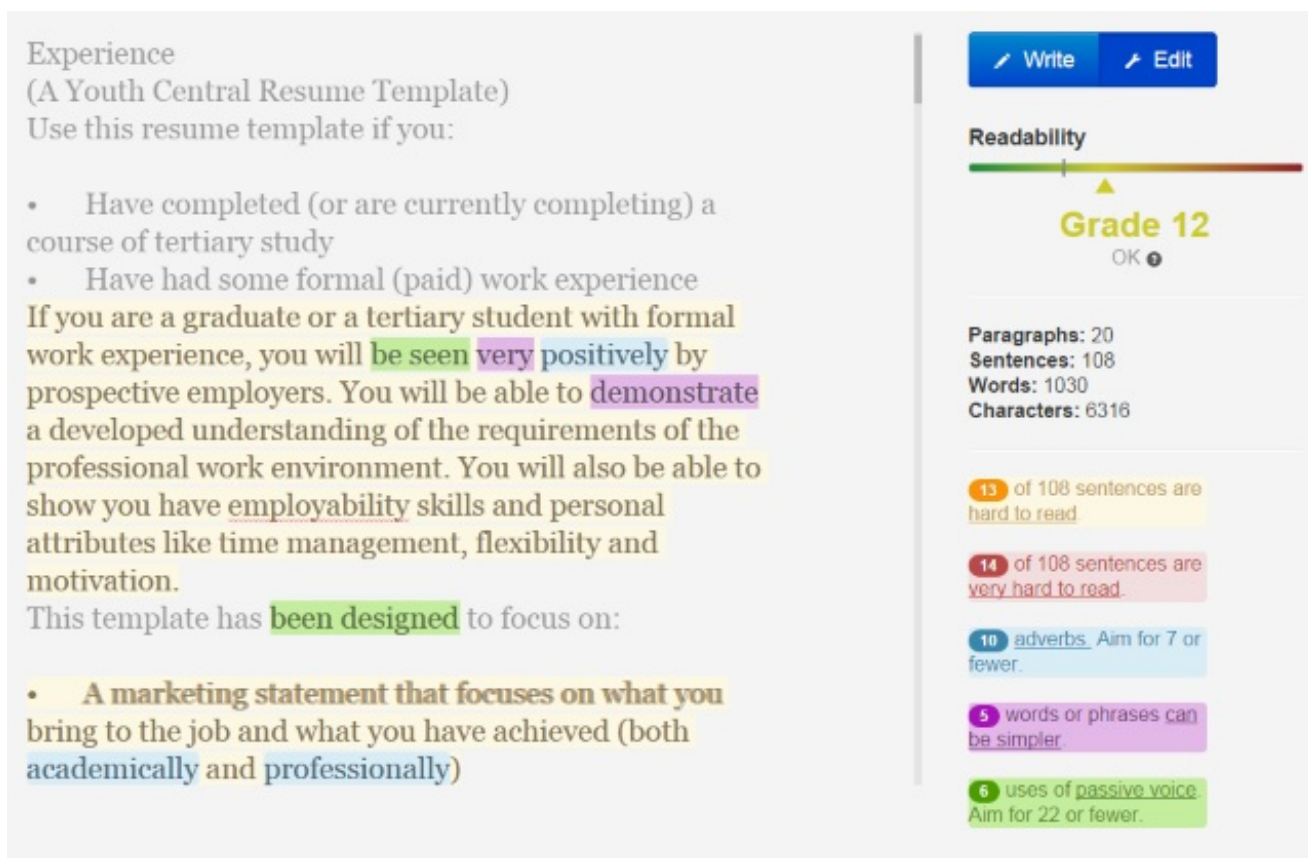
Mihir Patkar

Advertisement

Your resume is key to landing that job interview. Technology can help check how readable your CV is, thus increasing your chances of making a good impression.

Of course, for this exercise, you'll need to already have a resume ready. Our [all-in-one guide to the perfect resume](#) takes you through the steps, or you could just . Once you have the initial document, let's check how good it is.

## How Readable Is Your Resume?



The screenshot displays the Hemingway App interface. On the left, a resume template titled 'Experience (A Youth Central Resume Template)' is shown. The text includes instructions on when to use the template and a list of requirements. The app highlights several areas for improvement with colored boxes and numbers. On the right, a sidebar provides a readability score and a list of specific suggestions.

**Experience**  
(A Youth Central Resume Template)  
Use this resume template if you:

- Have completed (or are currently completing) a course of tertiary study
- Have had some formal (paid) work experience

If you are a graduate or a tertiary student with formal work experience, you will be seen very positively by prospective employers. You will be able to demonstrate a developed understanding of the requirements of the professional work environment. You will also be able to show you have employability skills and personal attributes like time management, flexibility and motivation.

This template has been designed to focus on:

- A marketing statement that focuses on what you bring to the job and what you have achieved (both academically and professionally)

**Readability**  
Grade 12  
OK

**Paragraphs:** 20  
**Sentences:** 108  
**Words:** 1030  
**Characters:** 6316

- 13 of 108 sentences are hard to read
- 14 of 108 sentences are very hard to read
- 10 adverbs. Aim for 7 or fewer.
- 5 words or phrases can be simpler.
- 6 uses of passive voice. Aim for 22 or fewer.

Author Ernest Hemingway always had some solid advice for writers, chief among which was to phrase things more clearly, tighten your prose, and avoid unnecessary words. Someone decided to turn that advice into [The Hemingway App](#), an online tool that analyzes texts and tells you how easy it is to read, as well as what changes could be made.

Unnecessarily complex sentences are highlighted in yellow or red (based on severity), adverbs in blue, words that could be simpler in purple, and passive voice in green. Plus, there is a “readability grade”. As [The Daily Muse notes](#), aim for a grade below 10 for a clear and readable job application.

You can also download [desktop versions of Hemingway](#) for offline use, for \$6.99 on Mac or Windows.

## How Can You Use The Right Key Words In Your Resume?



So you have [restyled your resume for instant results](#) [Restyle Your Resume For Instant Results On The Job Market](#) , but you still want to know what a recruiter is going to first see on your CV. That’s where a word cloud comes in.

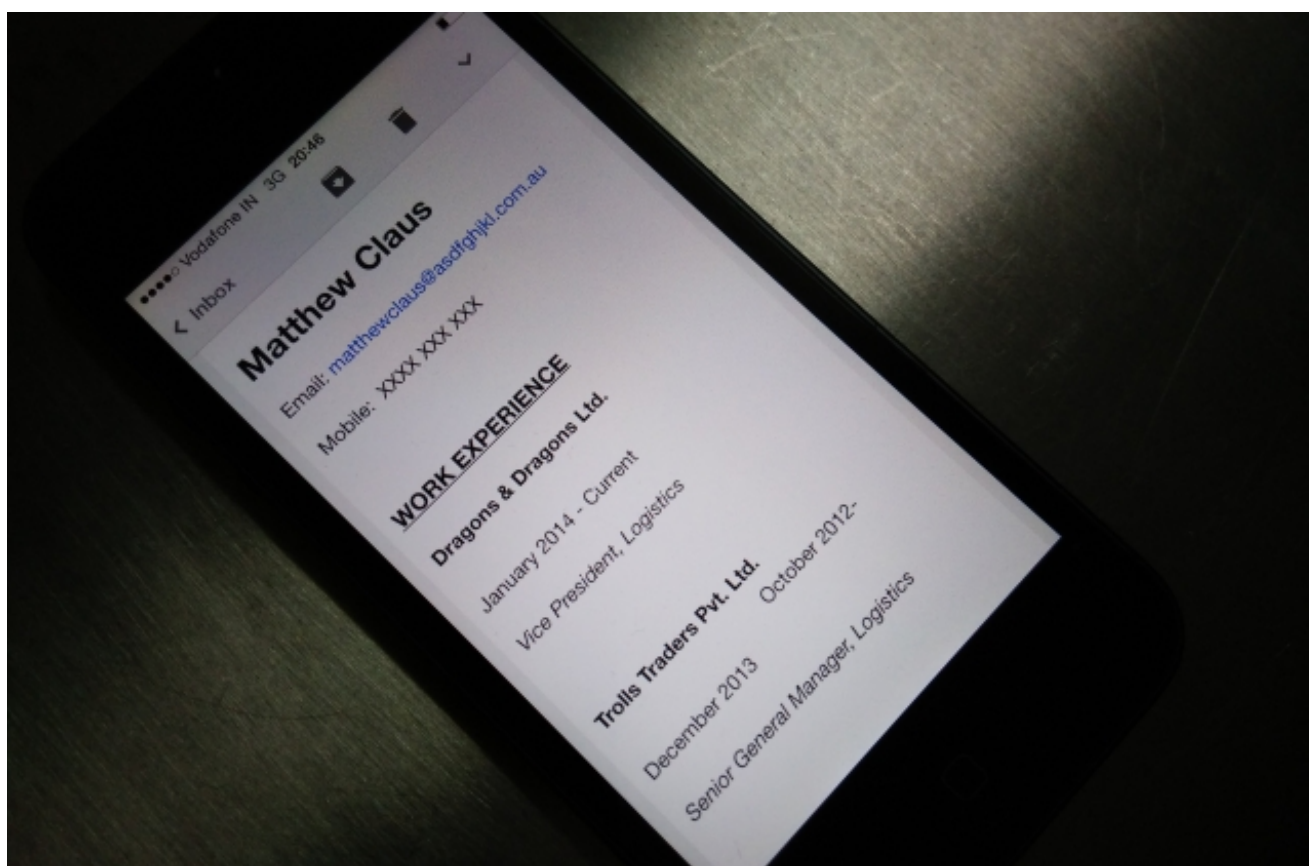
You’ve probably seen a word-based tag cloud on several websites already. That’s what you’re doing here. Copy-paste your resume into an app like [ABCYa](#) or [TagCrowd](#) and it will create a cloud of words, with the

size of the word depending on how many times it is repeated. While you're at it, make sure you avoid these overused resume buzzwords [10 Overused Buzzwords You Should Remove From Your Resumé](#) [10 Overused Buzzwords You Should Remove From Your Resumé](#) If you're looking to land a new job in 2014, you have to stand out from the crowd. Your resumé should pop. How do you achieve that? Stop using buzzwords. [Read More](#) .

In fact, [WonderHowTo](#) recommends reverse-engineering the process. Check out the job posting from the company and run it through a word cloud app. You'll see which words they are looking for most often, and you can tailor your resume to reflect those. Smart, eh?

## How Can You Make Your Resume Mobile-Friendly?

---



When you hand over an A4-sized printout of your CV, the hiring manager gets to glance through the whole thing. When you email your CV, he has to scroll through it. Your digital resume needs to be mobile ready, which means the most important information should come first.

A study by recruitment agency The Ladders found out how recruiters look at resumes and which items they notice the most. The survey says:

The study's "gaze tracking" technology showed that recruiters spent almost 80% of their resume review time on the following data points:

- name
- current title/company
- previous title/company
- current position start and end dates
- previous position start and end dates
- education

So when you're writing your resume, make sure that information comes at the top so that the hiring manager doesn't have to search for it. You might even want to use an app like Sumry to make a mobile-friendly and good-looking resume Land A Job With A Résumé That Stands Out In The Crowd With Sumry Land A Job With A Résumé That Stands Out In The Crowd With Sumry Building a résumé is time-consuming. Sumry offers you an easy way to do something that stands out. But is it really better than a traditional résumé? Let's find out. Read More .