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them in her professional experience section, Augustine explains

4. She restricted the amount of experience included on the résumé.

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This job seeker's role descriptions highlight her core responsibilities and prominently display her most notable achievements. "The additional information at the end of the résumé — Technology Skills, Professional Affiliations, Education, Licenses, and more — paints the picture of a finance executive with multiple areas of talent and performance expertise." Augustine notes.

6. She limited her résumé to two pages.

TheLadders eye-tracking study found that the average recruiter spends six seconds reviewing a résumé before deciding if it's worth their time. "As a result, I highly recommend limiting yourself to two pages," says Augustine.

When you have an extensive career history, it can seem daunting to stick to the two-page rule. "However, once you restrict yourself to outlining the most recent 15 years and really tailor the information to your current career goals, this should become an easier task."

This limitation will force you to more carefully evaluate each line of your résumé and determine what information is most relevant and compelling for your business case. "What information would a hiring manager care most about when considering you for an interview?" she asks.

7. References aren't listed or offered.

Cut "References available upon request" from your résumé. "Don't waste résumé real estate on this information," Augustine says. The employer knows they can ask you for references, should they need

them

8. The job seeker removed the dates associated with her undergraduate degree and certifications that fall outside the 15-year time frame.



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