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I've reviewed 1,000+ good (and bad) resumes. Here are my tips on perfecting yours.

Resumes/CVs

Hey guys! So over the past few years, I've looked at 1,000+ resumes and analyzed what differentiates a good resume from the bad. And, well, I ended up learning a lot.

I've been lurking on Reddit for like forever and wanted to give a bit back to the community. So, I created this mega-list of ALL the best resume tips & tricks I've learned over the years.

Hope you guys find it useful.

So, the tips are...

1. **Use a professional email.** This one sounds like a no-brainer, but you'd be surprised by how many people still use extremely casual emails (bigjosh69@gmail.com, anyone?)

2. **Always double-check your contact information.** You typo that phone number or email, and you're not getting a callback.

3. **Try to mention achievements over responsibilities when possible.** HR knows what your responsibilities are. What they WANT to know is how you stand out from the rest of the candidates. Keep in mind, though, that some positions don't have achievements as such. In cases like that, it's OK to go for responsibilities.

Good Example: Hit and surpassed the monthly KPI by 20% for 5 months in a row

Bad Example: Generated leads through cold calling

4. **Mention only relevant work experience**. If you're applying for a job in sales, HR doesn't care about your experience in accounting.

5. **If you are a student with not a lot of work experience**, jam-pack your resume with other experiences.

Think, extracurricular activities, personal projects you've worked on, volunteering, whatever else you can come up with. Don't have much of that, either? Proactively work towards getting skills and experiences that are going to be useful for your future job.

In this case, you can even fill up your resume with work experience that's not that relevant. Did you wait tables during the summer but now you are applying for a marketing job?

You can still mention it - it shows that you've done SOME work in your life, and aren't afraid to get your hands dirty.

6. **Back up your experiences with data & numbers.** All the entries on your resume should be super-specific. This allows you to stand out from the other candidates & show the recruiter that you're a high-achiever.

DO: Managed and optimized the client's Facebook ad account, increasing the ad ROI from 42% to 65%

DON'T: Managed the client's Facebook ad account

7. **Are you about to switch careers?** Mention it in your resume summary. Do something like:

"Sales professional with 5 years+ years of experience looking to transition into the position of a front-end web developer. Previous experience developing websites for 3 local business clients."

This shows that you're not just applying to random jobs - you're ACTUALLY trying to transition into a new field. The 2nd sentence can be used to show the experience you DO have (if you have any).

8. **DON'T spray and pray**. Most job-seekers go all-out with their job-search, applying for dozens of jobs per day. This, if you ask me, is counterproductive. You're better off hand-picking the 5 best jobs each day, and tailoring your application to each of them.

9. **Speaking of tailoring** - t's pretty generic advice to "tailor your resume to the job you're applying for," but what does it mean in, y'know, practice?

The optimal approach is, instead, to create a different variation of your resume for each position you're applying for, and apply to a handful of positions each day instead.

As for how to do the actual tailoring, first off, you need to read the job description in-depth. Then, go through your resume and see if you've mentioned all the skills and responsibilities that are required for the position.

In most cases, you'll see that there ARE several essential skills and responsibilities that you DO have, but you didn't mention on your resume because you just didn't think they were that important. This, usually, makes a huge difference.

10. **DON'T go over 1 page**. Common advice, but again, a TON of people disregard this. Unless you're a senior professional with 20+ years of experience, there's no excuse for going over 1 page.

The recruiter doesn't care about every single thing you've done in your life - they care about your relevant work experiences.

If you have 10 years of work experience in accounting, for example. 80% of your resume should be all about that, and 20% about any other experiences that help build up your profile for the position.

You shouldn't mention what you did in high school, for example. Or which extracurricular activities you did in uni.

Surprisingly, students tend to be the ones that make 2-3 page resumes. Since they have a ton of extracurricular activities from university and want to stand out, they just jam everything they've done at uni into the resume.

Or, they also tend to go the other way around - they just mention their university, classes they've taken, and end up with a half-a-page resume. This isn't a good approach, either.

11. **Don't fluff**. "Critical thinker" "good communicator" "strong teamwork skills." What do these words have in common?

Well, it's that every single recent graduate stuffs these in their resume. Avoid generic buzzword terms, because, let's face it - they don't help, and they are just space-fillers.

12. **Don't include a photo**. You want to get a job, not a date.

13. **Use DocSend to track your resume.** This is a very little-knock hack, but it works pretty cool.

DocSend is a tool where you can upload your CV, and whenever anyone looks at it, you get a detailed run-down of how long they were looking at it, and when.

This is useful for a bunch of reasons, including:

You'll know if the recruiter never looked at your resume. This means that your resume probably got lost in their inbox, and you should ping them.

Or, option 2, the recruiter looks at your resume for <5 seconds. This means that your resume doesn't prove to the HR that you can do the job, and it requires further work.

Or, if they DO look at your resume for more than a minute, that means that they're interested, and will probably get in touch soon.

Unfortunately, DocSend doesn't work if you're applying for bigger companies that ask you to fill in an application on their website. Small businesses or startups, though, are free game.

14. **If you have a B.A., don't include your high school information**.

15. **Proof-read your resume**. Use Grammarly for this, or ask a friend to give you a 2nd opinion

16. **Feel free to include a hobbies section**, but ONLY if you have space to fill, and no other relevant experience to fill it with. Hobbies are a good way to show a bit of your personality, but it's not what's going to get you the job.

Most recruiters are 50/50 on the section - some think it's a waste of time, others think it helps humanize the candidate a bit more (and you might end up talking about the hobbies in the interview)

17. **Follow up on your application**. Sometimes, your application ends up lost in the recruiter's inbox - and that's OK. HRs make human errors, too. Pro tip: use an email tracking tool like Streak to see if the recruiter opened your email. If they didn't, you know for a fact that you need to follow up.

18. Finally, keep in mind that when it comes to resumes & recruitment, **a lot is opinion-based**. Every single recruiter or HR manager has their own opinion on the resume specifics.

Some of them hate the hobbies section, others advocate for it.

Some of them recommend removing the resume objective section, others think it's useful.

If you find conflicting opinions on the web, don't just take either side as gospel - try to understand why they're recommending something, and how you can use it to your advantage.

...And that's about it! Hope you guys found the tips useful ;) Let me know if you have any questions / feedback / completely disagree with something I wrote.