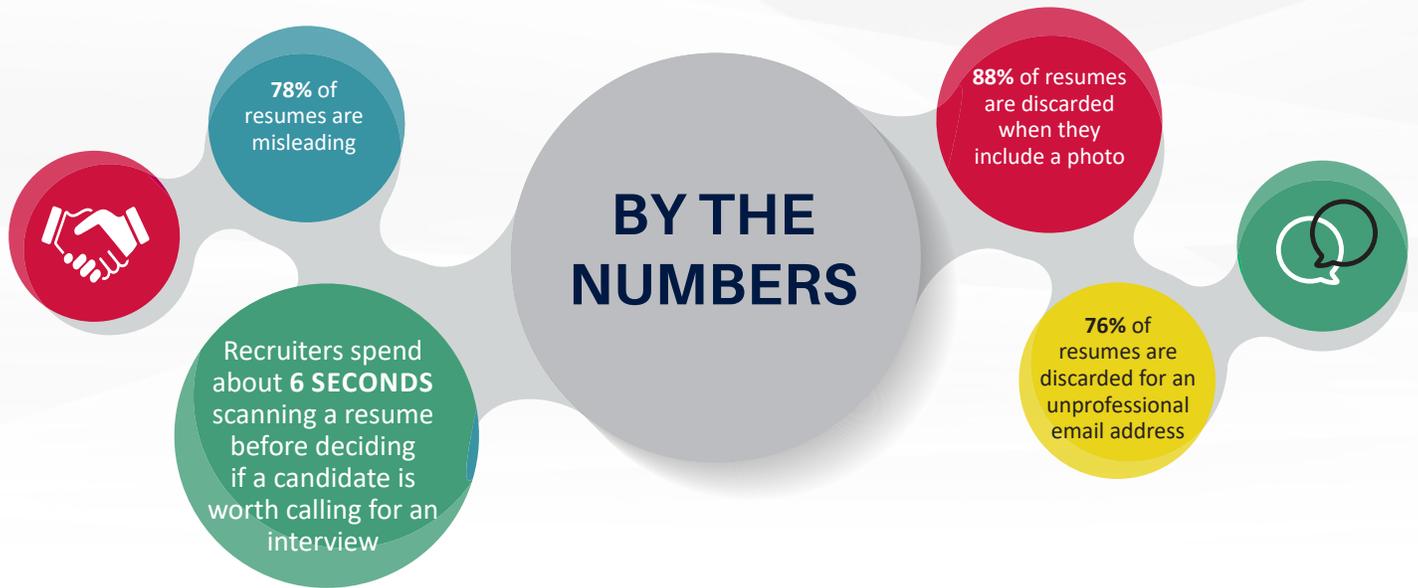


# Resume Quick Tips

## THINK LIKE AN EMPLOYER

One study found employers spend almost **80%** of their resume review time on the following:

1. Name
2. Current title/company
3. Previous title/company
4. Recent position start and end dates
5. Previous position start and end dates
6. Education



## WORDS ON YOUR RESUME

BEST	WORST
achieved	bottom line
resolved	go-getter
improved	synergy
created	think outside the box
trained	results-driven
mentored	thought leadership
managed	go-to person
influenced	
increased	
decreased	

## DOUBLE CHECK YOUR RESUME

- OVERALL EXPERIENCE**  
Is there a career progression?  
Do the titles make sense?  
Do the responsibilities listed match the responsibilities for the new position?
- GAPS**  
Is there a gap between positions?  
Tell why in your cover letter.
- KEYWORD SEARCH**  
Does the candidate have the experience for the role?  
Do terms in the resume match those of the job description?
- CUSTOMIZED**  
Have you changed each resume to reflect the job you're applying for?

## RED FLAGS: RESUME DON'TS

- ✘ Forget to include start dates and end dates
- ✘ Make spelling or grammatical errors
- ✘ Use overly fancy formatting that gets in the way
- ✘ Exaggerate titles and/or responsibilities
- ✘ Use an inappropriate or unprofessional email address
- ✘ Include personal details
- ✘ Exceed one or two pages
- ✘ Use overcomplicated formatting
- ✘ Use objective statements
- ✘ Use all caps
- ✘ Use a non-working phone number

## MAKE EVERY SECOND COUNT: RESUME DOS

Employers tend to follow a consistent visual path when reviewing resumes, so an organized resume is very important.

### PUT FORMAT FIRST

Use a strong and clean visual layout

Avoid dense blocks of text

Use plenty of white space

Triple check spelling and grammar

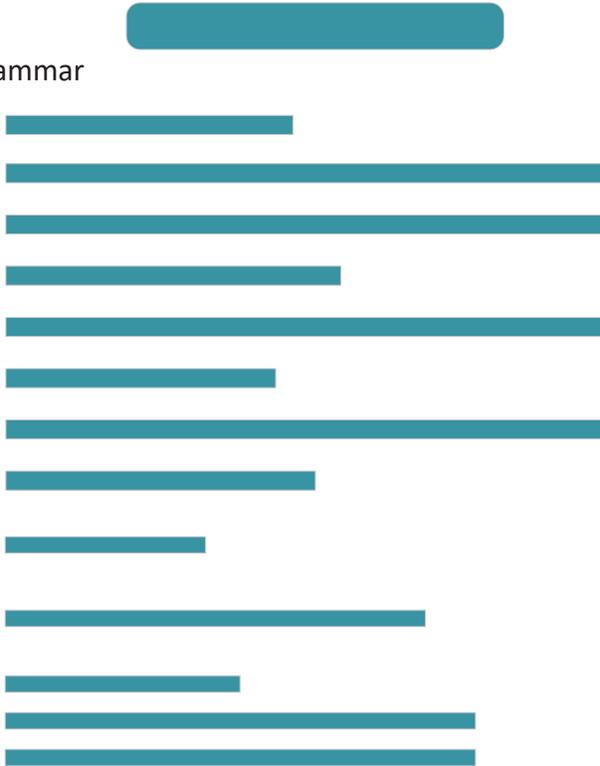
### CUT DOWN

Ask a friend to help you pare down text

Visit a Talent Development Specialist/Instructor for help

### SHOW LEADERSHIP

List recent leadership or volunteer experience



### NEED SOME HELP WITH YOUR RESUME?

Go to a free resume workshop! Sign up at [jobs.westmiworks.org/calendar](https://jobs.westmiworks.org/calendar)

### GET ORGANIZED

List your experience in chronological order, starting with your current job

List your skill sets underneath the positions in which you used them

### IDENTIFY YOUR ACHIEVEMENTS

Save bullet points to call attention to your most noteworthy and relevant accomplishments

### INCORPORATE STATISTICS

Add applicable stats and figures to make achievements more compelling

For example:

- Acquired 30 new clients
- Cut costs by 20 percent
- Generated \$10M in sales

### SOCIAL MEDIA PROFILES

Make sure your LinkedIn profile is up-to-date

Is the information on your accounts appropriate for employers to see?

70% of employers use social media to screen candidates during the hiring process

\*according to a 2017 Career Builder survey

