

Resume Polishing Tips

Resume Polishing Tips (you're done with the basics and are ready for more)

Tip: Don't try to accomplish Resume Tips and Resume Policy Tips at one time. Take a break, a few hours or a few days, as some time away from your resume will give you clarity.

- If it's not done already, switch the font of your resume to Helvetica, Arial, or Times New Roman. Using a common, clean font may not make your resume the prettiest out there, but it will make it more readable (and less likely to be rejected by applicant tracking systems).
- Look at your resume "above the fold." In other words, take a close look at the top third of your resume—the part that will show up on the screen when the hiring manager clicks "open" on that PDF. That's what's going to make your first impression—so make sure it serves as a hook that makes the hiring manager eager to read more.
- Make sure you have no more than 3-5 bullet points for any given position. If you do, cut and consolidate as the recruiter will not read them all
- Give your resume to someone who doesn't know you very well and ask if they would read it for 30 seconds (maximum). Then ask - What are the three most memorable things? What's the narrative? Embrace this feedback and modify your resume so it truly reflects your story

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- Drop your resume into www.tagcloud.com to visually see which keywords are popping out. If the most prominent ones aren't what you want to be remembered by, or if there are important words that aren't present, think about how you can tweak your resume and incorporate key words that are in the job description you are applying for.
- Look at each bullet point and make sure it's understandable to the average person. Remember that the first person who sees your resume might be a recruiter, an assistant, or even a high-level executive—and you want to be sure that it is readable, relevant, and interesting to all of them.
- Hop over to your LinkedIn profile and make any updates you've just made to your resume to your summary and experience sections there.