



Tips for a GREAT Resume

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Hiring managers spend just six seconds looking at a resume and determining a candidate's worth. In today's job market, your resume needs to immediately stand out. With attention spans of hiring managers and recruiters at an all-time low in addition to a bustling market with job seekers facing stiff competition for their dream positions, it is important that not only new grads, but seasoned professionals do these top things to get their resume in shape.

Enhance Your Contact Information

Hiring managers and recruiters are super busy. Making their job easier is key. Doing things like hyperlinking your email address or using active links to your LinkedIn profile makes it that much easier for someone interested in you to learn more or contact you to set up an interview.

Ditch the Objective Statement & Lead with a Summary

Hiring managers and recruiters are not worried about what you are looking for. It's evident that if you are applying for the job, you must be interested. With objective statements becoming obsolete and irrelevant, employers are looking for information that is going to capture a hiring manager's attention such as a short professional synopsis that states years of experience, career achievements, and the things you want someone to know immediately that differentiates one from other candidates vying for the same position.

Make Your Resume Reflect You

Depending on the industry, you can make your resume stand out by freshening up the design. For example, if you are a graphic artist, you certainly have more leeway to make your resume "pop" with a creative format than say an accountant. Using color wisely such as making a section header blue or replacing outdated fonts like Times New Roman with more modern fonts such as Cambria, Calibri, or Georgia are a great way for anyone across the industries to update a resume without going overboard.



Guide the Reader's Eyes

The idea that people read from top to bottom, left to right may have been scientifically proven years ago, but the Internet and social media has changed the way people look for important information. With hiring managers or recruiters skimming and looking for different information quicker than ever, it is more about how you structure your resume. Using bolded text and underlining for example, key information will ensure achievements stand out and get the reader's attention.

Maximize Your Space

You don't need to necessarily limit your resume to one page. A resume should be as long as it needs to be to convey value. A new college graduate may have one page max, while someone with 30 years of experience may have two or three pages easily. If worried about conserving space use bullet points, active verbs, industry specific acronyms, and don't waste time stating the obvious.