

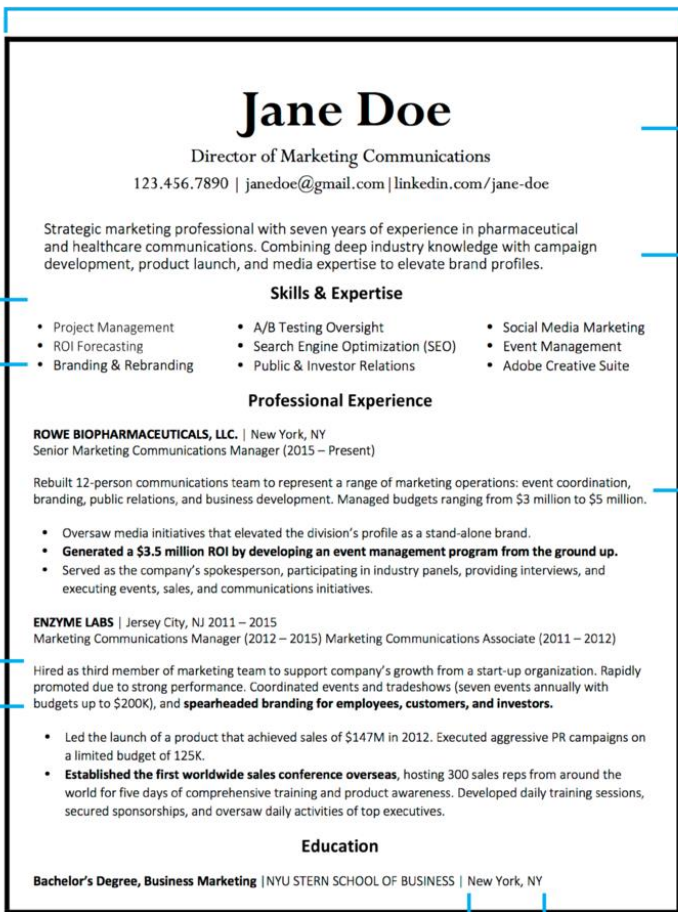
Top 6 Tips to Get Your Resume Noticed By Recruiters

Adopted from Time.com What Your Resume Should Look Like in 2018

[1] Resume design matters

A good resume design is eye catching, without being an eyesore. This template is simple and clean, with a sleek aesthetic that sets it apart from every other resume out there.

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- Don't be too heavy-handed with italics, bold, and all-caps — use them sparingly, and for emphasis.
- Choose a modern style, and do a test print before you send it off to employers.
- Stay away from Times New Roman.

[2] Format your resume so the juiciest parts are up top

The top one-third of your resume is valuable real estate, so make it count.

- Good resume tip is to add your LinkedIn address next to your name and contact info. Make sure your LinkedIn profile is as robust as it can be, and an accurate reflection of your candidacy.
- Objective statements on your resume are a thing of the past. Use a summary statement instead, which is basically just an elevator pitch for why you're the best person for this job.

[3] Beat the resume bots

Large companies don't have time to parse through the numerous resumes they get for every open position. So they get applicant

tracking systems to do it for them.

It works like this: When you upload your resume to an online career portal, an ATS scans it for keywords applicable to the job you're applying for. The main function of these programs is to whittle down candidates, so the majority of resumes are swiftly eliminated.

- “Normally, over 75% of candidates are taken out of consideration before a human ever sees their resume.
- ATS systems are trained to scan vertically, so resumes that are aligned down the center are a safe bet, Augustine says.
- Tailor your resume to include some of the keywords or skills from each job posting.

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[4] Find a balance

To give the eye some variety, use a mix of paragraphs and bullets throughout the resume body. The same principle goes for the actual content. When you're deciding what resume skills to add. Technical and other expert-level know-how should definitely get first dibs.

Certain soft skills, like those that signal leadership, negotiating, and communication skills, are OK to add to your resume in moderation.

- Be selective — this resume template nods to public speaking and event planning, and not punctuality or attitude, for a reason.
- Avoid being overly fluffy. “Employers are looking for concrete skills. If they're filling an engineering position, they don't care how ‘outgoing’ you are.”

[5] Walk the walk

Avoid the temptation to stuff your resume with “responsibilities.” Employers care far more about your successes, and how you can mirror them at their company.

- Be specific, and provide relevant statistics wherever you can. Revenue wins, client growth, and budget savings are easy to quantify — and are resume gold.
- Look to your skills section and think about how to validate that section. Do you specialize in increasing efficiencies, or decreasing defects? Have you ever acted in a leadership capacity, even if it wasn't in your job description?

[6] Be selective

The more crowded your resume looks, the less likely you are to hold a recruiter's attention. Instead of cramming every entry-level job and internship you've ever had onto one sheet of paper (two sheets if you have more than 10 years of experience), pick and choose the roles most relevant to the one you're applying for.

- Be discerning in your descriptions, too. The exact date you started and finished your previous job, or the year you graduated from college, is probably irrelevant.
- “Think about the most compelling things you want to share with your audience, and move along.”