

*Top 10 Tips  
For Your  
Resume*



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# Top 10 Tips for Your Resume

*I've collected my best tips to help you understand and simplify the process so you create big impact and start getting interviews. Here are some things to think about:*

1. **Keep it clean.** Often companies sort resumes by using a software app so keep your design simple. No fancy fonts or crazy symbols.
2. **Include easy contact info.** Make it easy for people to find you. List your contact information in the appropriate places on your resume. Include your email and cell number on each page--and in your email signature as well. Don't make people work to find you.
3. **Highlight value you BRING.** Your resume is a sales piece about yourself. Your focus should always be on your "buyer's" perspective. For example, stay away from statements that focus on what you want from your new company, but highlight the value you bring to the prospective company.
4. **Have examples ready.** Nothing is worse for a candidate who has all this great experience on their resume but then can't come up with any examples to substantiate that experience. Don't be a job seeker who misspeaks about skills they have listed. It robs you of credibility instantly.
5. **Use the right key words.** Use common words in your industry so when a company runs a search of their candidate database or of all the people who applied, your resume will actually come up in the search. Stay away from internal lingo and abbreviations.



# Top 10 Tips for Your Resume (cont.)

6. **Apply if you have 75% + of what they want.** They want to see that you have the skills and experience they are looking for in the last job or two--that doesn't mean they will always get everything they want. Your resume should highlight your skills and experience so they will want to interview you.
7. **Be wise with your bullets.** Since no one will read the whole thing, list what's most important first. Our tendency is to list what you do most frequently on the job first—resist that pitfall. Focus on HOW you do your job and use numbers whenever possible so people understand how to interpret your accomplishments.
8. **Decide on resume format.** Most recruiters or HR people will want to see dates, company names, and titles. If you use a functional resume, you run the risk that they will assume that you are trying to hide something or that you've been out of the workforce for a period of time. Hiring Managers are typically more tolerant of the functional format. A targeted resume is a great compromise. It highlights your skills first, but provides the chronological element that HR wants to see.
9. **No need to broadcast your age** if you are worried your age is a disadvantage. Make sure you indicate that you graduated from school/college and be sure to list your degree, but you don't have to put a date on it. For example, don't emphasize over 20 years of experience, if you are responding to a posting that states they are looking for someone with 5-8 years of experience. Same goes for if you are really young. Focus on experience.
10. **Customize your resume** for each position when possible. Make your resume relevant. Use the actual language of the job posting in your resume and cover letter.

