

Bracken Business Communications Clinic

Résumé Reminders

1. Put important information first - recruiters spend an average of 6 seconds on each résumé (Friedman, 2017).
 - a. Highlight your skills under a heading titled “Summary.”
 - b. Do not use an “Objective Statement” because this focuses on your needs, not the needs of the employer.
 - c. Modify your résumé to meet employer demand.
2. Beat the ATS systems – 75% of candidates are eliminated by computers (Bahler, 2018).
 - a. Use the language found in the job description to include important key words.
 - b. Use a combination of the job description’s exact language and synonyms for greatest success.
3. Use active verbs and hard numbers to describe your skills.
 - a. Describe your skills using active verbs.
 - b. Quantify your successes whenever possible.
 - e.g. How many people did you train?
 - How much money did your idea save?
4. Avoid listing soft skills like “punctual” or “friendly.”
 - a. If you can’t prove it, don’t list it.
 - b. Include soft skills, like leadership and communication, if you can support these claims with examples.
5. Proofread to perfection.
 - a. Minor mistakes make you look less credible and less detail-oriented.
6. Use LinkedIn – 87% of recruiters use it (Singer, 2015).
 - a. Join LinkedIn groups to network with professionals.
 - b. Make sure your profile complements your résumé.
 - c. Replace your mailing address on your résumé with a link to your LinkedIn profile.

References

- Bahler, K. (2018, January 2). What your resume should look like in 2018. *Time*. Retrieved from <http://time.com/money/5053350/resume-tips-free-template/>
- Friedman, A. (2017, February 16). 6 seconds is the average time spent reading a resume. LinkedIn. Retrieved from <https://www.linkedin.com/pulse/six-seconds-average-time-spent-reading-resume-andrew-j-friedman/>
- Singer, M. (2015, September 22). Welcome to the 2015 recruiter nation, formerly known as the social recruiting survey. *Jobvite*. Retrieved from <https://www.jobvite.com/jobvite-news-and-reports/welcome-to-the-2015-recruiter-nation-formerly-known-as-the-social-recruiting-survey/>