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**RESUME TIPS**

Updated 9/2/2020

**Here are some tips for a better resume:**

1. Shoot for 1 page, and never be more than 2 pages…but not the end of world if strays to p3.

2. Add a short, punchy headline under your personal info that in essence is YOUR billboard. Someone can scan this in 10 seconds and know what you and your career are about. These are very effective. Here are some examples:

***Highly motivated product-builder of online publishing solutions for financial traders with a proven track record in leading Development and Sales teams to on-time delivery and the successful achievement of revenue targets***

***Goal-oriented sales professional with a proven track record of achievement for winning course adoptions in medical and veterinary schools and increasing retail sales in health science bookstores***

3. For each job, add what the resume books call: “the responsibility statement.” This is a couple of short sentences that summarize what you are doing or did in each job.

4. After the “responsibility statement” list your accomplishments or key duties in bullet form. WHY BULLETS? Because they are easy to read and scan quickly. Hiring mgrs love bullets.

5. Leave out stuff that's not really relevant like awards or other things. If awards are very germane to your field, it’s ok to keep them, but not imperative. They are good grist for the interview.

6. Use high impact words when describing your accomplishments in bullets: increased, grew, created, built, analyzed, saved, implemented, etc…….

7. Be quantitative wherever possible especially in your bullet points....increased sales 53%, achieved 112% of quota, Reduced production cost 41%, etc.

8. Say more about recent jobs, less about distant jobs even those with sentimental value that occurred 18 yrs ago. Fact is everyone focuses on what you’ve done recently.

9. In general, keep things short and not verbose. It’s hard to write short, but the best resumes showcase that skill.

10. It’s OK to have several versions of your resume based upon your various skill sets. And it’s fine to tweak your resume to align with the current job you are seeking. The hiring manager ultimately will decide whether you are the best fit for the position, but getting in front of that decision-maker is half the battle. An “on target” resume helps open this door.