

Resume tips:

1. Make sure everything is spaced evenly, consistently and in a uniform fashion. Same with the use of bolds or italics.
2. Many recruitment platforms cannot register columns, pictures, icons or color, so minimize the use of these things. Or, have 1 version that recruitment software can easily read (like mine) and a fancier one with color to hand out in person if you'd like. This is NOT required.
3. Pay attention to the job posting and the website of the company you want to work for. Integrate key words on the posting and on the company website into your resume. It helps! And yes, you have to look and then integrate them!
4. If you have a hard time writing bullet points, google job postings of jobs you've had and use what you find as inspiration. For example, if you used to be a Store Manager for Jamba Juice, google a current job posting for that role and you can use a lot of that language on your resume. **If you cannot find a job posting for a job you've had, find a similar one. If you can't find one for Jamba Juice, try another smoothie company Store Manager posting! I bet it's very similar!*
5. Along with #4, you want to include impacts you've had. You don't want to only list job duties. Include what you've actually done. For example, "Reduced the average ticket completion time across the department from 5 hours to 3.8 hours by doing x, y and z." You need some of these examples on your resume!
6. Do NOT be tempted to copy/paste a job description in white font onto your resume in hopes of "beating" the recruitment software. The software often picks up on this and the recruiters always know. It will get you removed from consideration.
7. Use space wisely. The reason my job dates are all the way to the right is so they don't take up an additional line being listed under the company name and also because it makes them easy to scan.
8. Generally, you can have a 2-page resume once you have around 10 years of experience.
9. Generally, education goes at the bottom.
10. If a company is strict on having certain certifications, I'd list those on top. Otherwise, the end is fine.
11. You don't need an objective statement.
12. You don't need to list your address.
13. Some industries like applicants to list their LinkedIn accounts. If so, make sure your LinkedIn is honest, up to date, and not inappropriate in anyway.
14. There is no 1 way to write a resume. Just as some people prefer Italian food over German food, it doesn't mean German food is "wrong" or "bad." It's simply preference. There are many acceptable formats of resumes, and many unacceptable ones!
15. I made this template myself and I use it. It's ok if you want to change it.