Best Practices for Resume Writing

1. Keep it to 1 page

If a hiring manager's spending six seconds looking at your resume, he or she might not even get to the second page
Remember the purpose of a resume is not to showcase everything you've ever done, but rather to show that you have the background, skills, and experience for the job your applying for.

2. Careful to Use the Correct Tense

As a general rule, if something on your resume is in the past, use the past tense (managed, delivered, organized) and if you are still actively in the role, use the present tense (manage, deliver, organize).

3. Avoid the First Person Pronouns

As a general practice, don't use words like "I" or "me" or "my." So, instead of saying "I hit and exceeded company sales quotas 100% of the time" say "Hit and exceeded sales quotas 100% of the time."

4. Make Sure It's Easy to Read

Avoid using any strange fonts that make your resume difficult to read. Also, make sure the size it not too small.

5. Keep it Consistent

If one title's underlined, the other titles should be underlined. If one bullet point has a period at the end, the other bullet points should have that as well.

6. Include Context

When you list out your experience, be sure to include context. What city, state (or country) did this job take place in. What dates did you have that experience?

7. Contact Information

Be sure to list your email and phone number in case the hiring manager wants to contact you for more information or to set up an interview. You can also include your address, but it is not necessary.