"6 Things I Loved About The Most Impressive Resume I've Ever Seen"

I've received thousands of resumes throughout my entire career & believe me, I've seen them all: Too long, too short, too boring, too many typos, too hard to read and every layout imaginable.

1. It was easy to read...
- Organized plenty of space
- Use bullet points
- No typos or grammar errors

2. It tells a story...
- Candidate's career journey
- From top to bottom; clear "before and after"
- In just a few seconds; see a "staircase pattern"

3. It listed accomplishments, rather than just responsibilities...
- Don't copy & paste duties from the job posting
- Highlight most impressive accomplishments
- **Example:** Instead of "expanded operations to international markets," say "expanded operations *to eight new countries in Latin America*"

4. It told the truth...
- No discrepancies
- Believable & the #'s weren't exaggerated
- Links to the person's LinkedIn page
- Tell the truth — period

5. It didn't have any cliché claims...
- Generic & high-level claims
- Skip the overused terms action verbs instead

6. It came through a recommendation...
- Knowing someone who can refer you is the most effective way to get an employer's attention

Source: https://www.cnbc.com/2019/06/26/most-impressive-resume-ever-based-on-20-years-of-hiring-and-interviewing.html

Which Resume Format Should I Choose?

Chronological = Career Growth...
- No gaps in employment longer than 6 months
- Staying in the same or a similar field

Functional = Changing Careers...
- Selects top 3+ skills and explains how you have used them across positions
- Used for little or no work experience in that field

Combination = Hybrid of Chronological and Functional...
- Used for gaps in employment longer than 6 months
- Utilized when switching careers

STAND OUT FROM THE HERD

Best Fonts
- ☑ Arial
- ☑ Calibri
- ☑ Garamond
- ☑ Helvetica
- ☑ Tahoma
- ☑ Times New Roman
- ☑ Trebuchet
- ☑ Verdana

TOP 10 Resume Pet Peeves

1. Spelling and grammatical errors
2. Long, wordy resumes
3. Confusing or complicated formatting
4. Wrong or disconnected phone numbers
5. Cover letter/summary written for an entirely different job
6. Too much personal information
7. Inconsistent employment dates on your resume, application or LinkedIn profile
8. Listing jobs without employment dates
9. Resumes not sent as a Word or PDF file
10. Resume is too general

Source: People Corner http://people-corner.com/top-10-resume-pet-peeves-recruiters-want-you-to-avoid/
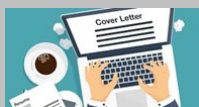
Including a cover letter to compliment your resume can impress hiring managers, displays strong writing skills, sets you apart from other applicants & shows you **went the extra mile!**

1. Address the letter to a specific person
2. Clearly state the purpose of your letter
3. Don't rehash your entire resume
4. Use action words and don't overuse the pronoun "I"
5. Reiterate your enthusiasm and thank the reader
6. Keep your format consistent

Notes