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Top Resume Tips To Help You *STAND OUT!*

In the busy world of today, employers and recruiters are using more tools and spending less time reading your resume. This means its even more important to ensure your resume stands out!

You know that dream job you've been eyeing on that company's website? Your resume is the first thing the company will see of you, its your glossy sales brochure.

Here are some top tips for writing a resume that will successfully pass the Applicant Tracking System (ATS) - and get your foot in the door of any company.

1. Start with a strong executive summary

Here's an example of what it may look like:

> **Summary: As a motivated, ambitious and self-directed individual with [hard and/or soft skills], I'm ready to leverage my experience in [skills] for a [job title you're applying for] role.**

When the Applicant Tracking System (ATS) scans your resume it looks for the position title. If you include the role in your resume it will help you rank higher and increase your chances of it being seen by the recruiter.

2. Include both soft and hard skills under the 'Skills' section

Hard skills are skills you can prove you have. Example: coding, creating and managing a budget, advertising on Facebook, etc.

Soft skills are harder to show or measure. Example: entrepreneurial spirit, collaborative attitude, organization etc. Include both sets under the skills section.

Hiring Managers don't necessarily spend too much time here but it's important to mention it to help you rank higher in the ATS system and put your resume on top of the pile.

Be sure to avoid words like hard worker because it's already assumed you are. Plus, it's just cliche and overused.

3. Focus on achievement rather than tasks

Since you only have **6 seconds** to make an impression and land an interview it's important to be strategic. Your first bullet points should be your biggest achievement at work. Impress them right away by sharing something they'll find relevant or have questions about.

You don't have to describe every task associated with each position you've held. Aim to have 2-4 bullet points under each role. Share just enough to capture their attention.

Here's a trick I use to decide if a bullet point is strong and worth mentioning it. Read the bullet point and ask yourself, "How is it relevant?" The key here is to be as specific as possible, yet concise.

Here's a quick example:

'Increased sales year over year'

This is too vague.

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Consider this instead:

'Increased sales by ~27% for the past five years by implementing a new marketing strategy that enabled me to get more qualified leads.'

Be sure to include detailed information and back up your achievements with numbers whenever possible.

4. Make sure your resume aligns with the job description

Ensuring you are using similar language and terminology is a great way to ensure your resume gets noticed. Take the time to tailor your application to the position. Use key words that are listed in the position description and be relevant to that they are looking for.

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