



# 9 tips to improve and get your resume seen



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1

Use **consistent** fonts, dates, alignment and spacing. Be thoughtful in your use of bold, italics, underlines, date formats, font sizes and bullets.

2

**Keep it simple** - remember, the content is the most important part of your resume and it is most likely being read by artificial intelligence (AI) first.

3

Use a simple AI readable font like Times New Roman or Arial. Almost all companies use an automated Applicant Tracking System (ATS) to parse your resume. An intersystem font will ensure your resume is parsed correctly.

**BONUS TIP:** use a font size between 10-12.

4

So, how long should my resume be? Keep it to one page if you have less than 5-7 years of relevant experience or two pages if you have more than 8 years of experience. Key for +20 years experience is including **relevant** experience to the job you're applying to.

5

If you're a **new professional/recent graduate**, structure your resume like this: Name, Personal Information, Education, Work Experience, Leadership / Extracurricular Activities, Additional Info (Skills, Languages, Interests).

6

If you're an **experienced professional**, structure your resume like this: Name, Personal Information, Work Experience, Projects/Activities (Optional), Education, Additional Info (Skills, Languages, Interests).

7

**Remove the Summary** from your resume: it wastes space and doesn't give a recruiter any additional information. Use the ABOUT section of your LinkedIn profile instead, you can elaborate further with more useful information about your aspirations and attributes.

8

**Remove the Objective** from your resume: recruiters already know what you're looking for because you applied for a specific position. An objective statement may even exclude you from other positions that might be interesting to you. **BONUS TIP:** add a headline instead under your name.

9

Ensure each line is **accomplishment oriented, not responsibilities oriented**. Read each line on your resume and make sure you are not just listing your responsibilities. Instead, ensure each bullet point focuses on your accomplishments and the impact you had; use action words and quantified results to help you do this. This is your resume, not a job description.