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TOP

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RESUME TIPS

Land an Interview by Building a Top-Notch Resume

Follow These Helpful Resume Tips from GDC's Recruiters to Land an Interview

1 Use consistent formatting

Focus on the details to not distract the hiring manager. Select a consistent font and keep the same distance for all bullet points and paragraphs. User 1 space after a period, not 2. It is more modern.

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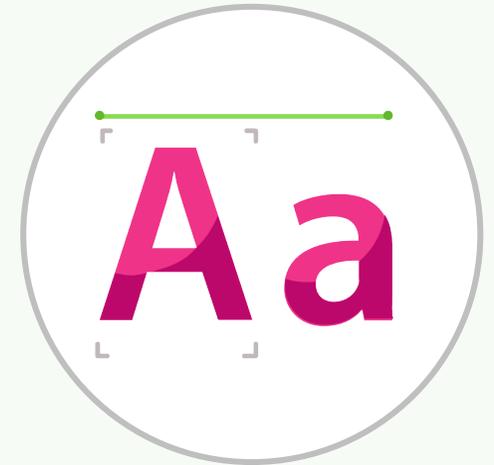
2 Simple and easy to read

Hiring managers and recruiters spend 10 seconds or less scanning your resume for the relevant information they are searching for. To win their further attention a good resume should be easy to read and relevant to the job description.

3 Use keywords/ buzzwords from the job description

Hiring managers use certain keywords in the job posting or description, and it is important to show that you are on the same page by using similar terminology to convey your specific skill sets, qualifications, and experience.

4 Use action and active words

When you write in the active voice, it adds impact to your writing and makes it stronger. Your sentences will be more positive and concise.

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5 Keep it to 1 or 2 pages

Here's why resume length matters. You have worked two jobs and achieved 7 impressive things. You should be able to say all that on a single page. More "wow," less words. With more experience though, two pages may be appropriate.

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6 Avoid first person language

Resumes are appropriately written in first person implied. This means that not only should you not use "I," you should not use other personal pronouns such as me, my, we, our, etc. For easier reading and brevity, resumes are written in what is called telegraphic style.

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Use bullet points, avoid paragraphs

A hiring manager only spends a few seconds looking at your resume so you want to ensure it's easy to read and digest. A resume in paragraphs makes it too text heavy.
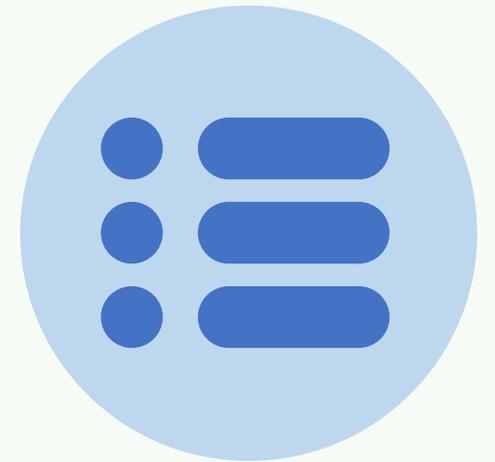
8 References should be on a separate document

Job references should never be included on the resume. Rarely, however, references may be included with a resume, but always put them on a separate references page.

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9 Use a reverse chronological format

The reverse chronological resume is the most common and traditional type of resume. With this resume format, you list your relevant work experience in reverse chronological order, beginning with your most recent position and proceeding backwards.

10 Use a resume format that is acceptable for the industry

The use of colors or graphics on a resume can be viewed as unprofessional. The traditional resume is black and white for most industries. Showing your creativity on your resume is important if creativity is a skill you wish to demonstrate in your resume, such as a Graphic Designer.

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