

Mint To Be Career

5 Essential Resume Ingredients

The resume is your opportunity to sell your best attributes that are relevant to a specific role. The resume is one of several key marketing materials used to assess your candidacy and fit for a desired position. There is no “perfect” way to compose a resume, however, there are several best practices that will guarantee a higher rate of success. Here are a 5 few golden rules to apply:

1., Make it relevant: Your resume has to be targeted for each role you’re applying for in order for Hiring Managers to see fit. Sending the same generic resumes (no matter how good they are) to several positions can greatly work against you.

TIP: Review the job description in detail and incorporate the key words and language into the resume specific for each role. Showcase the skills in your work experience that are needed for the role.

2. Place the most important info first: Research shows you only get around 7 seconds to make an impression. Therefore the top third of the page is the prime real estate where the most impactful information should be placed.

TIP: Create a compelling headline coupled with a professional summary section and position it at the top. Include key skills, knowledge and experience relevant to the specific position.

3. Highlight results: It’s so easy to write what you did and how you did it in your work experience. But the difference between a good resume and great resume are the results and impact. The key is to showcase how did you make the position successful.

TIP: Use numbers to demonstrate impact and provide context. Consider any way that you can quantify your results including growth in revenue, increase in market share, percentage of growth in a period of time, etc.

4. Avoid Flashy Templates: Believe it or not many of the templates you find online are problematic for a number of reasons. The most important being they contain formatting or images that can’t be read by most applicant tracking systems (resume sorting software).

TIP: Either start with a blank word document or utilize a basic ATS-friendly template. If using a template, confirm that the creator is a professional resume writing service or provider. Utilize a free tool like [jobscan.co](https://www.jobscan.co) to check readability.

5. Keep it concise: It’s an easy mistake to list everything rather than really assessing what matters to the reader. It’s important to keep your content short and sweet and include the most important information.

TIP: Utilize the resume bulletproof resource along with keeping your resume to one page when applicable. Consider how to say the most in the least amount of words.