1. **One Page Resume**: Recruiters do not *read* your resume; they do a 15 - 30 second "spot check" of your resume. When your resume is too long, it just takes your best stuff - the stuff that would have made the "one page cut" - and dilutes it with more mediocre content. Lengthy resumes *do not* make you more impressive. A good rule of thumb is to keep your resume to one page if you have less than 10 years of experience or *at most* two pages if you have more than 10 years of experience. And if you think you can't get your resume to just one page, trust me, [you can](#)! You just need to think about what is really important for a recruiter to see.

2. **Objective**: One or two words stating the position you're looking for is all.

3. **Use a Resume Template with Columns**: Unless you're great with design, you probably shouldn't be creating your own resume template. It'll most likely look sloppy. Use a template, and make sure it has multiple columns. Using three columns, for example, will allow you to put the company name, position, and date all on one line. This makes it easier to read *and* saves space. You can download templates by Google searching "resume template."

5. **Short Bullets**: Because resume screeners only spend 8 - 15 seconds on your resume, lengthy bullets - anything that feels like a paragraph - just won't get read. Keep your bullets to one to two lines (with one line being better than two).

6. **Accomplishment Oriented**: Your bullets should focus on your *accomplishments* - that is, the impact you had - rather than your responsibilities. What did you build, create, design, optimize, lead, etc?

7. **Quantify**: Whenever possible, you should quantify your accomplishments. If you optimized something, by how much? If you won an award, out of how many people?

8. **Education**: The general rule of thumb is to list your GPA if it's at least 3.0 or higher.

9. **Projects**: Most candidates should pick their top 3 - 5 projects to list on their resume. These can be academic required projects or independent projects.

10. **Additional Experience**: You can put additional experience, like leadership activities or awards, in a section like this (changing the name of the section depending on what you list). Be careful here to focus on what really matters. If you're applying for a coding role, your role as an eagle scout in high school is probably not very important!

11. **Languages and Technologies**: It's a good idea to list your languages and technologies, but remember that anything you list here is "fair game" for the interviewer to test. If you want to list a language but you happen to be a bit rusty in it, consider listing it as something like: Do not include Microsoft Office - this is expected.

Your Name

Street Address • City, State or Province, Zip
Phone Number • email_address@email.com

OBJECTIVE

A resume Objective or Summary can help describe the value you bring to a prospective employer and entice a hiring manager to read your resume. Get help:

SUMMARY OF QUALIFICATIONS

- Six years experience as an office assistant supporting two senior managers in Finance and Marketing.
- Exceptional computer knowledge for analyzing reports in Excel and for building PowerPoint presentations.
- Experience with coordinating meetings within various financial departments.

ACHIEVEMENTS

- Achieved sales targets and boosted sales by 20%

EXPERIENCE

May 2011 – Present
ABC Company – Houston TX
Customer Service Agent
- Duties
-

SKILLS

- Action words + Keywords + Skills + Knowledge
- Be specific using numbers and percentages.

EDUCATION AND TRAINING

B.Sc., Computer Science (High Honors), University of British Columbia, 2002.
George Brown College, 1996-1998, Liberal Arts.
Continuing Education classes in: Microsoft Office, Accounting 1, Internet Fundamentals.