

Your resume is arguably the most important document in your job search toolkit. It shows the hiring manager your skills, experience, interest, and qualifications for the job. Having a resume that stands out, lays out the facts, and is error-free is an essential part of job searching. We're sharing our ten resume writing tips to help you get hired!



## • Your Resume **MUST** be Error Free

There's almost nothing that will lead a hiring manager to dismiss a resume quicker than finding an error. Whether it's a grammar or spelling mistake, or is clearly dishonest or embellished, making sure your resume is error-free is mission-critical.

Before you submit a resume, you must proofread and edit. It's also a good practice to run your resume through an online spelling and grammar checker, like Grammarly. We also recommend having a trusted friend, parent, or mentor proofread your resume as well. The more "eyes" you have on your resume before you apply for a job, the less likely you will miss a mistake.

## • Use an Online Template Tool

It's not enough to simply type out your contact information and work history on a plain Word doc if you expect to land an interview. You'll need to layout your information in a way that flows for the hiring manager who's reviewing your resume. Using online template tools are a great way to achieve this. Word offers templates that will help you layout your information. There are also online tools with resume templates such as Indeed.com or Canva.com.

## • Include Your Contact Information

This seems obvious, but there is a right and a wrong way to include your contact information. Avoid using nicknames or unprofessional emails, and instead, opt for using your full given name and using an email address that reflects that. You should also make sure that the contact information you include is accurate. Don't include a phone number or email address that you don't use as obviously you'll miss the call or email from the hiring manager trying to schedule an interview!

You should list your contact information near the top of your resume so the hiring manager can quickly locate it and refer back to it if they feel like you'd be a good fit for an interview.

## • Make Your Resume Easy to Read

Often, hiring managers are only spending a minimal amount of time actually reviewing a resume. They're looking for the experience and qualifications that stand out in alignment with the job description. This means when you're writing your resume, keep it simple and easy to read. Avoid flowery language or over detailing specific experience you've had – this is what the interview portion is for. Keeping your resume language simple, concise, and easy to read for a hiring manager will be more likely to lead to an interview.

## • Use a Professional Font on Your Resume

Please do not use Comic Sans when writing your resume. Stick with using a professional font such as Times New Roman, Helvetica, or Arial as these are easy to read and clear for a hiring manager who is scanning over your resume. You should also keep the font size between 10 and 12 points.

Also, be aware of how much white space you have on your resume. If you have too much white space, your resume might look sparse or incomplete. Use appropriate margins between the page edges and spacing between paragraphs.

## • Include Only the Most Relevant Information on Your Resume

Like we mentioned previously, avoid adding too much detail or flowery language when writing your resume. You should include only the most relevant information on your resume because hiring managers do not have time to thoroughly read every word. While you may have an extensive work history dating back years, it's likely that not all of this is relevant to the position you're currently applying for. For example, if you're applying for an office administrative position and you were a waiter/waitress ten years ago, you do not need to include that restaurant service experience on your resume if you have more recent and more relevant work experience.

## • Organize Your Resume with the Most Important Information First

You should organize your resume with the most important information listed first. Listing your experience, qualifications, skills, and accomplishments chronologically will help the hiring manager understand your career growth and how your background would contribute to the role you're applying for.

You should also only include work experience, achievements, education, and skills that are most relevant to the position you're applying for. Be sure to prioritize your most important information higher on your resume to draw attention to your key skills and achievements. Phone interviews are going to be the norm for job searching going forward so remember to ace them by treating them the same way you would an in-person one. Be sure to also follow these tips so that when you do get that call from the hiring manager, you'll stand out as a top candidate.

## • Use Active Language on Your Resume

Use active language when writing your resume. This means using "power words," such as "achieved," "earned," "completed," or "accomplished." Active language communicates to the hiring manager what you've done in previous roles while also showing you're continuing to grow and develop professionally.

## • Reference Keywords from the Job Description on Your Resume

Make your resume stand out by referencing keywords from the job description. The hiring manager will see them on your resume, and it's more likely to lead to an interview. As you apply for jobs, you'll need to update your resume for each based on the specific keywords you find relevant to your skills and experience.

## • Show Your Personality

You can show your personality on your resume by the way you design it or the language you use. However, it is essential to remain professional and avoid being too casual. Also, don't shy away from sharing your interests if they're relevant to the job or company you're applying for. For example, if you love music and you're applying for a position at a piano factory, definitely include that!

Your resume is the first step towards getting an interview, so making sure yours stands out and accurately communicates your qualifications is essential. Using the tips listed above to keep your resume polished will increase those chances of getting an interview and getting hired!

### About EG Workforce Solutions

We've been in this business for decades and have developed a deep network of professional connections. Whether they're companies looking for talent, job seekers looking for work, or an up-and-coming store in need of some temporary help, we know the right people to bridge the gap between the hiring and the hired.

But what's more, we get to know people. From employers hiring to candidates looking, we take the time to listen and learn. We hear your likes, talents, and needs. We gain an understanding, and with it, we're able to facilitate lasting relationships between businesses and people.

