

Tips on Resume Writing



1. Select a good **layout** for your resume. Look into Google for many examples and choose a format that suits your background, style, industry practice and interviewers' expectations. It is OK to have a few resumes written in different styles.
2. Do not put a **photo** on your resume. Many companies still judge based on appearances and it could hurt you. And some HR will remove CV from selections in an effort to avoid discrimination and bias.
3. Please check your **spelling**. First impressions matter and misspelled words do not present you well.
4. In the header, have your **name, contact info** (email, phone), link to social networks such as LinkedIn profile and your address (no need to have full address, town and state are OK)
5. Have a **summary** on top providing information on your experience and skills/competencies/traits. This is important as many ATS (Applicant Tracking Software) use technology to parse your CV for key words. This summary has to reflect properly your work life. Take time to write and review this piece.
6. **Avoid long resumes** – 1 page for junior and 2 pages for senior. If an interviewer wants to know more, she will ask you during the interview. For senior executives, limit your resume to cover the last 15-20 years. It is the most relevant to your current search.
7. For each job, write a **1 liner about the company** as interviewers do not know all the companies. Then a **2 liner on your job responsibilities/scope**. And then give **3-6 accomplishments**. It is important to use **action verbs** (managed, led, championed, influenced, pioneered, created, developed, etc..) that show how you have made money, saved money, streamlined a process, or positively contributed to the culture of the organization. Use **numbers** that demonstrate you are the one they are looking for. Were you in the top one percent of salespeople in the company? Did you increase the productivity of your team? How did you save the company money with a decision you made? Keep this in mind the following: Accomplished [X] as measured by [Y] by doing [Z]. It is the formula Google former Head of HR gave as a winning formula.
8. If you struggle, use a good resume writer. You can find them on LinkedIn and other networks. It will pay off.

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