



## Resumé truths

It's important we highlight important truths you want to make sure you emphasize in your resumé to get the job of your dreams.

Everyone has email and chances are you more than likely have two or three. When applying for a job you want everything to be spot on and leave no room for recruiters to assume things about you. That being said, create a professional sounding email for you to send links, resúmes and contact information. A good rule of thumb for a professional-sounding email is your first and last name followed by a number of some sort.

Do not add a headshot to your resumé. There was an odd trend for job seekers to include a headshot in their resumé, but that trend has since faded. Some recruiters even automatically reject resúmes with headshots attached to them.

You want to carefully think about the sections you want to include in your email. Career summary, statements, accomplishments, volunteer work and hobbies are all things people add to their resúmes but some of those things are just not as important as others.

You want your resumé to be clean and to the point; it doesn't matter how many pages your resumé is, but you want to make sure every word and sentence will help you get the job.

As we said above, you want your resumé to be as clean and neat as it can be. Some fonts can help you do that better than others. Surprisingly,

fonts are very important to recruiters because it can mean the difference between whether they take the time to look at it or not. Recruiters probably look at hundreds of resúmes a week and most of them want it to be clean and skimmable. Use a straight-forward font that is easy to read such as a Cambria, Tahoma or Helvetica.

What you may not know is today, recruiters filter through the bad resúmes using applicant tracking systems.

These systems scan keywords and phrases in your resumé that recruiters want to see. So even if you are highly qualified for a position, failing to understand how applicant tracking systems work can cause you to lose an opportunity.

Keywords used by ATS filters are key to sorting through the clutter.

Think about the job description and the words associated with that job. Use those keywords in your skills summary and other parts of your resumé to appeal to that job. You may have to do this over and over again depending on the job you are applying for. Not all companies use the same ATS and there are hundreds of different versions.

Tables and columns are usually a great way to organize large portions of information, but they are not the right things to use in your resumé. Although formatting isn't everything in a resumé, you still want your resumé to be consistent and clean.



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