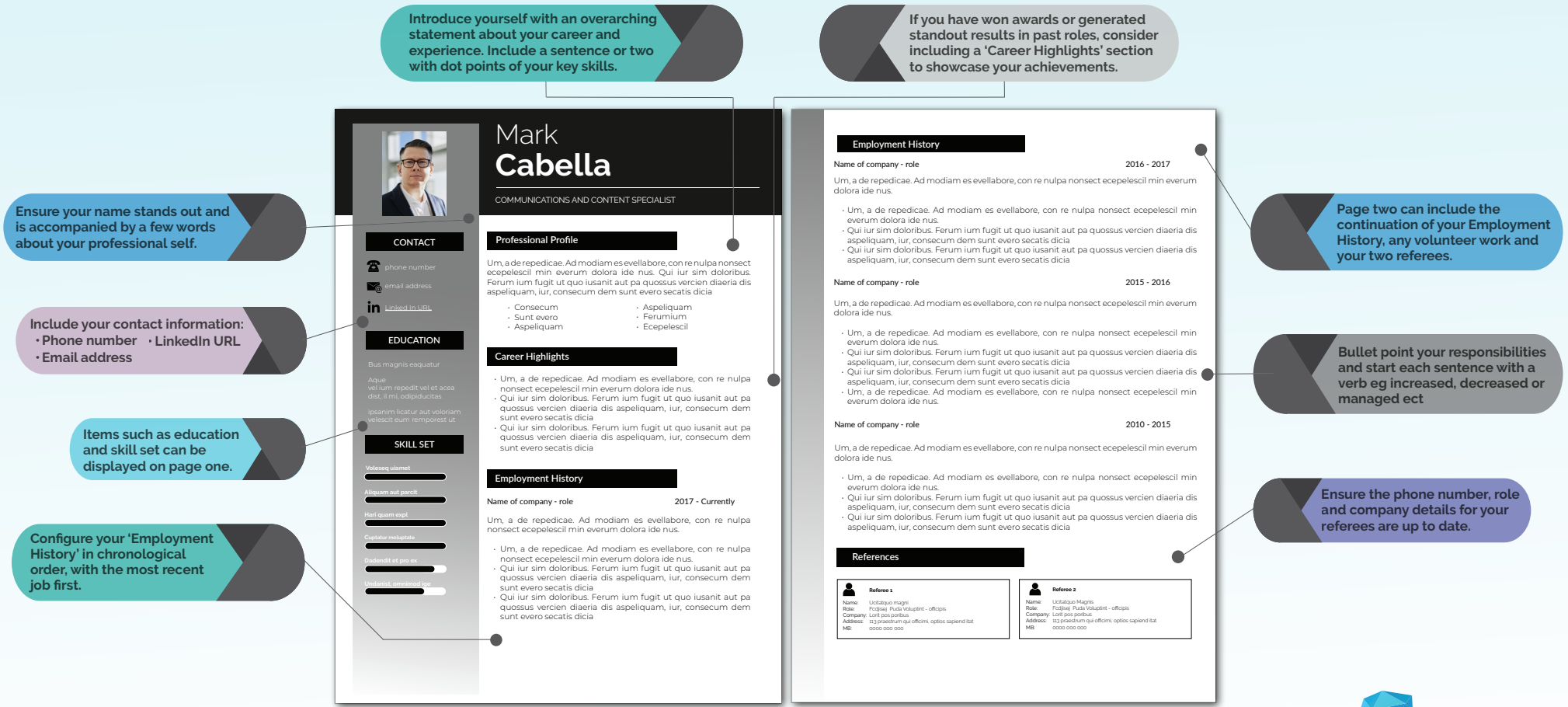
Resurrect your resume for success

Your resume should provide a brief but functional overview of your career and professional experience. Key to creating a great resume is making sure the content, style and formatting is tailored to the position you are applying for.

With limited space, it's crucial only essential information is included to ensure the document is generally no more than two or maximum three pages long.

Tips for getting your resume on the radar

- If you haven't updated your resume for years, it's time to give the entire document a makeover. Check your information is up-to-date, past companies you have worked for still exist and the information you're including, accurately captures your current skill set as it relates to the job you are applying for.
- Tailor as much of the content as possible to the position you are applying for.
- Incorporate your technical skills either as a separate item or in your Employment History. Explain what online platforms or programs you are proficient in that relate to the job you're applying for.
- Quantify any statements you make about your success or responsibilities with numbers, percentages or results.
- Keep the design clean and simple, unless you're applying for a creative role. The top third of your resume needs to grab the reader's attention either through the copy or the design.
- Check for spelling and grammatical errors numerous times. Attention to detail has never been so important!



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