



IT SEARCH & CONSULTING

FIVE TIPS THAT WILL MAKE YOUR RESUME STAND OUT.

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INTERESTING FACTS ABOUT
RESUMES

**SOME STUDIES SUGGEST THAT
HIRING MANAGERS SPEND AS
LITTLE AS SIX SECONDS ON
YOUR RESUME.**

RESUME INSIGHT

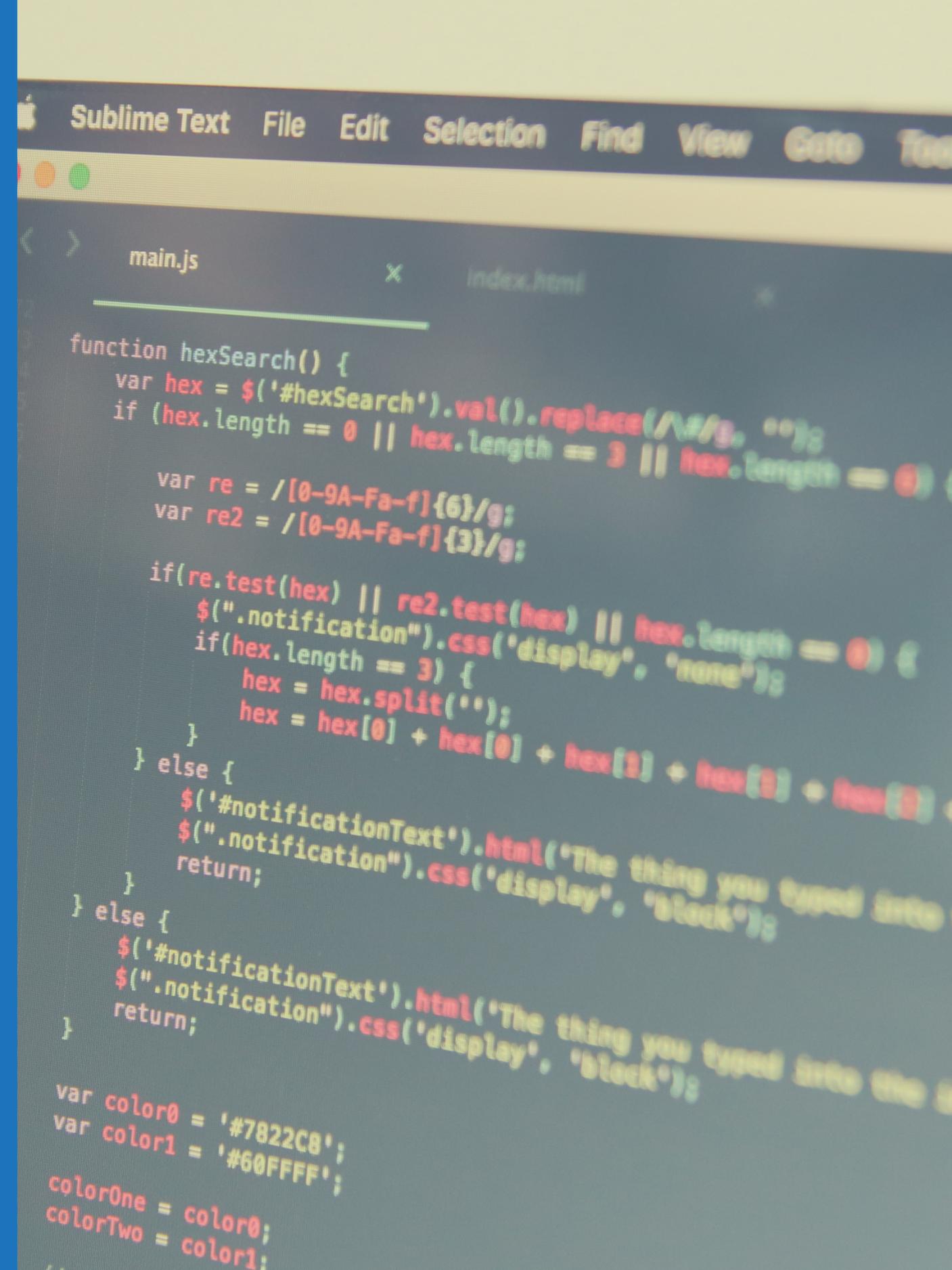
RETHINKING YOUR RESUME

Some of the best books never get read because the cover is wrong. The same goes for your resume.

Here are five critical elements of your resume. They are simple to implement and will make a dramatic difference in your resume.

ONE: IT'S ALL ABOUT UX

- As in "User Experience". It has been proven by UX and CE experts that humans read from left to right and then down.
- Make your resume easy to navigate. Use easy to read fonts that are between 12 to 14 points in size.





TWO: FOCUS ON THE TOP THIRD OF YOUR RESUME

- Website visitors spend an average of 15 seconds on a web page before deciding whether to continue or not. This is also true of your resume. In fact, it might be as little as six seconds.
- Make sure the top third includes your contact information, an Objective Statement, an Achievement section and the at least the beginning of your Work Experience.

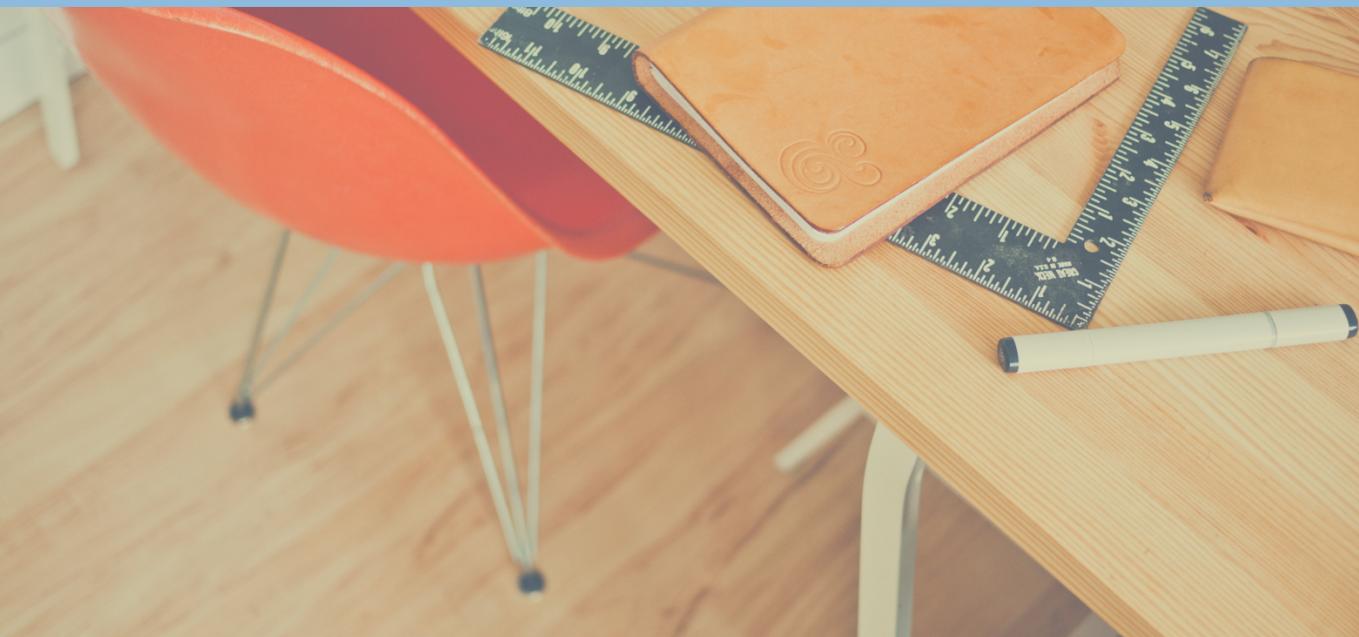
THREE: SHOW RETURN ON INVESTMENT

- Companies hire staff to make them money, save time or improve a process.
- Use bullet points that start with a **bold** key word that describes your ROI. The bullet point should describe the problem, the action you took, and the result.





FOUR: MAKE IT "KEY WORD" RICH



- Utilize technology terms and relevant "long tail" keywords
- Think about how you search on Google.
- Hiring managers are doing the same so make your resume search friendly.



FIVE: LINK TO YOUR ONLINE PROFILE AND PERSONAL BRAND

- Before you put links in your resume consider what your Facebook, Google+, LinkedIn or other accounts say about your image.
- If necessary, it might be time to update (upgrade) your profiles.



**THESE FIVE ELEMENTS OF YOUR RESUME ARE
EASY TO IMPLEMENT AND WILL MAKE A
DRAMATIC DIFFERENCE IN YOUR RESUME.**

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