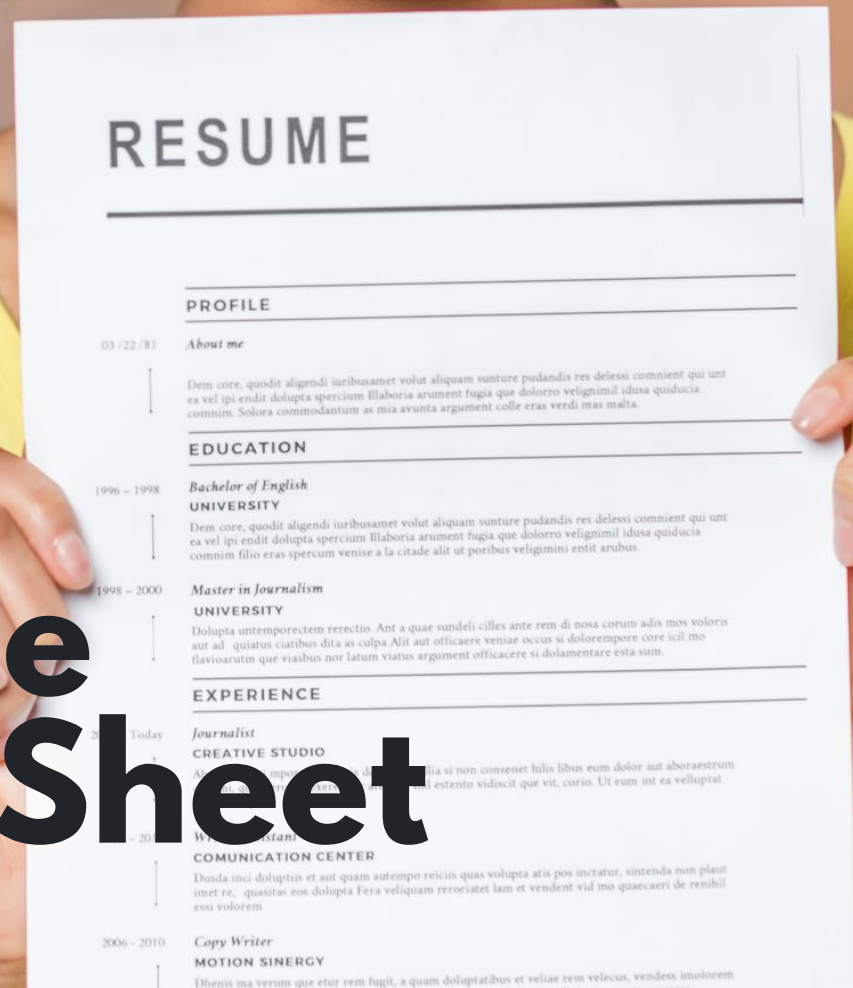




JOBS PARTNERSHIP

Resume Cheat Sheet





JOBS PARTNERSHIP

Hello Job Seeker!

Thank you for downloading our checklist of the world's best resume tips.

We know how frustrating job searching can be; often times it can seem insurmountable considering the rate at which our world is changing. It seems like every other week there is something new to do or to implement in order to stand out in a sea of job seekers. Here at Jobs Partnership, we help many seekers navigate the complex and complicated process of job searching.

In the pages that follow, you will find a comprehensive checklist of some of the world's best resume tips all in one place. If you are curious about a tip, we encourage you to do some more research and see how you can use the tip to benefit you.

If you desire to know more about our programs and how we can help you in your job search, visit www.JobsPartnership.org to learn more.

With Appreciation,

Jobs Partnership

70 of the World's Best Resume Tips

GENERAL TIPS

1. **Make your header pop by bolding your full name and increasing the font size**
2. **The top fold (half) of your resume should highlight your fit to the position at hand**
3. **Consider a fresh resume design that will keep your content clean and consistent**
4. **Ensure your resume is ATS friendly (Applicant Tracking System)**
5. **Save your resume file correctly – John Doe Resume**
6. **Use active language, avoid passive language**
7. **Eliminate pronouns (I, my, or me)**
8. **Font should be between 10-12 points**
9. **Use subtle color to draw attention to important details & successes**
10. **Keep an accomplishment journal to remember important career success stories**
11. **Save, send & upload resumes as PDFs**
12. **Avoid typos & bad grammar**
13. **Keep your resume skimmable**
14. **Lean toward a combination or chronological resume format, rather than a functional**
15. **Acceptable fonts: Georgia, Calibri, Cambria, and Helvetica**
16. **Limit resumes to 2 pages max**
17. **Protect the white space**
18. **Have multiple resumes, for different types of jobs**
19. **Save your resume as your name (John Doe Resume)**
20. **Sell achievements, not responsibilities**
21. **Skip overused/redundant words**
22. **Ditch “References available upon request”**
23. **Keep a master resume with all of your duties, accomplishments, skills & competencies**
24. **Have a least 3 friends proofread your resume**
25. **Don't rely on spell check**
26. **Keep your resume simple, but don't forget to show personality**
27. **Print your resume to see what your resume truly looks like**
28. **Always use resume paper when sharing your resume in person**
29. **Keep your resume updated frequently**
30. **Ensure your formatting is consistent throughout your resume**
31. **Every line in your resume should be tailored to the job you're apply to & tell why you are the best fit for the position**
32. **Read every single line to ensure you catch typos or grammar mistakes**
33. **Use a word cloud generator to identify the keywords that are prevalent in both the job description and your resume**
34. **Fill each page, no half pages**
35. **Listing your volunteer work never hurts**
36. **Use Columns if you're running out of space**
37. **Use short, succinct bullet points. Avoid paragraphs**
38. **Don't forget your cover letter**

70 of the World's Best Resume Tips

CONTACT INFORMATION & HEADLINE

1. Use a professional email address
2. Remove images, icons & graphics & fancy fonts
3. City & State is enough
4. Remove social media and linked profiles unless it's relevant to the role or will increase your chances of landing an interview
5. Skip the objective statement, include a branding headline or career snapshot instead
6. List the target position at the top of the resume keep your name prominent
7. Don't list name, contact information or headline in the headers or footers
8. Remove headshots from your resume

SKILLS/COMPETENCIES

1. Break up the skills section (Language skills or Software/Technical skills, etc.)
2. List skills before listing work experience
3. Only hard skills (relevant to the job at hand) in the skills section
4. Show - Don't Tell - Your soft skills. Tell a story with your soft skills by tucking them into your bullets
5. Move the most important skill(s) to the top of the list

WORK/PROFESSIONAL EXPERIENCE

1. Write your bullet points as PAR, CAR or STAR Statements
2. Use the same keywords in the job description
3. Tailor your resume to each job
4. Describe your impact with meaningful numbers Use power verbs & action words instead of generic descriptors to describe your roles (but don't go overboard)
5. List your most important & relevant accomplishments within the first few bullets for each position
6. Include months within employment dates
7. Remove positions 10+ years or older
8. Fill employment Gaps with side gigs
9. Use numerals instead of spelling out numbers
10. Rather than just listing your job duties, include your actions & results
11. It's not necessary to include everything
12. Don't forget to include your awards

EDUCATION & TRAINING

1. Include the college name, state, degree and graduation or expected graduation date
2. List certifications, classes, continuing education or other programs you attended
3. Include your GPA, if it's above a 3.5
4. Don't include your high school information
5. Feel free to include distinguished scholarships
6. Listing some schooling is better than none
7. Education goes at the end of your resume

Find the right job in a Post-Covid world.



Are you sending out resumes and getting no response?

Are you working hard yet struggling to pay the bills?

[Click here to learn about our FREE
career training course today!](#)



