**Resumes**

https://resumegenius.com I am going to be referring to this site a lot in this lesson because it's amazing. I STRONGLY urge you to read through this website and take advantage of the resources that it offers (i am in no way paid by the resume industry to promote this site).

Let's talk about a few best practices and things to keep in mind when building your resume.

1. **Keep it short and to the point**: A lot of people fall into the trap of thinking that their resume needs to be the be-all-end-all of presenting themselves to employers and start creating a long exhaustive resume several pages long. Employers do not want to read a novel. Even if they did have some strange desire to read long resumes, they can't. They just dont have enough time. Employers can often receive HUNDREDS of applications for an open position and need to be able to sift through them in a timely manner, only holding on to the ones that really stand out. Your goal should be to provide employers with a snapshot of your background and contact information. Thats it.
   a. **A longer resume ≠ more experience and qualifications**. Dont worry about not providing enough info about yourself. The point of a resume is not to give employers a comprehensive overview of what you can do. Thats what Linkedin is for and we will talk about this in a bit. As a general rule, **\*\*EVERYTHING SHOULD FIT ON A SINGLE PAGE\*\***.
2. **Put more work into the design of your resume**: There is an endless sea of resumes using the default resume template in microsoft word. Please dont use this. Remember, the objective is to help yourself stand out. More aesthetically pleasing design templates are not only good for standing out, but they can help you communicate info more succinctly and clearly. There are advantages to sectioning off information, utilizing font size and color to draw their attention to certain aspects of your resume. It might seem like a fluffy thing that employers will find unimportant. I promise it makes a big difference.
   a. https://resumegenius.com/resume-templates Here are a bunch of examples of how resumes can be designed with more personality (the templates are also downloadable). Dont get carried away, though - you want it to look aesthetically pleasing while still looking professional (i.e. dont start using papyrus as your font)
3. **Resume Content**: Ok now lets talk about how to build the actual content of your

resume.

     a. **Job Descriptions**: Stay away from presenting a summation of duties and instead focus on presenting tangible metrics of WHAT you've accomplished. (e.g. successfully implemented 20 systems for happy clients who are more profitable than ever).

     b. **Word Choice**: Don't overuse the same adjectives and verbs. It reads extremely choppy and ugly when a descriptor is used twice (or god forbid more than twice) in short succession. It makes your writing look childish and unintelligent. **Dont use passive language**. Stay away from boring language which makes it sounds like you are just an order taker. Words like "assigned", "responsible for", "my job was to...". Here is a god resource for building your resume with language that is more colorful and assertive. https://resumegenius.com/blog/resume-help/action-verbs

     c. **Proofread** and re-read all the language in your resume. Make sure things roll off the tongue and are clear and concise. There are tons of websites where you can pay a few dollars to someone who will read through your cover letter and resume and provide lots of feedback and professional looking edits. Here are a few that I know of:

          i. https://craftresumes.com/resume-proofreading/
          ii. https://editius.com/resume-proofreading/
          iii. https://enhancv.com/resources/resume-checker/
          iv. https://www.upwork.com/hire/editors/

**Cover Letters:** Honestly, these are the least important thing to think about, but I wouldn't disregard it completely. A lot of employers probably wont even read or ask for a cover letter, but it still shows them that you care about the job you are applying for enough to put in the effort to write one out.  It sounds kinda dumb, but just having one will impress employers, even if they are too lazy to read it. For more information about Cover Letters, look here: https://resumegenius.com/blog/cover-letter-help/what-is-a-cover-letter