9 tips to write a brag-worthy resume

JOB APPLICATION

APPLICANT INFORMATION

Summarizing your skills, education and job history and fitting it onto one or two pages isn't always easy, especially when you don't know a hiring manager's preferences or what's most relevant to a position. We've got a good idea of what companies look for. Follow these guidelines to ensure your resume makes you shine.

1. Focus on achievements. Don't go on and on about your duties at previous jobs. Hiring managers want to know if you were successful! Focus on the context of your deliverables, metrics and final project results.

2. Use keywords. Look at the job description. Does your resume have many of the same keywords as the description? Sometimes recruiters use filters to uncover matches. Compare your resume to the job and fill in any keywords. You may be surprised at the inquiries you receive!

3. Limit to one page? The old "rule" that your resume should only be one page is history! It should properly reflect your job history and experience. But, don't add pages without substance – just be sure to provide the necessary information recruiters and employers are seeking.

4. Keep a brag book. Track your accomplishments, the timing and the results, so that you have solid proof of your capabilities. This will come in handy when working on your resume, making it easy to highlight successes.

5. Be consistent. If you list a date as 1/4/2021, don't put January 4, 2021 on the next line. Make sure your punctuation, dates and wording stay consistent. If you put periods after job descriptions, do it throughout. Consistency is key and shows that you have a great eye for detail.

6. Tell the truth. You've heard this one before, but do it! Nothing disqualifies you faster than lying on your resume. Don't be ashamed of gaps; just be honest. Hiring managers understand layoffs and other situations. They'll appreciate the truth.

7. Don't Sell Yourself Short! Sometimes it can be hard to write about yourself. Have a friend or colleague help you. They might be able to "sell" you better than you can. Have confidence and show it on paper!

8. Avoid certain words. Terms like "rockstar" or "go-getter" are so overused. This is similar to using the term expert. Unless you're truly an expert, don't say you are. If you do, expect to be grilled about it in an interview.

9. Spell check. Perhaps you're thinking, "Obviously, I spell check my resume!" But, the amount of spelling and grammar errors that slip through to employers is astronomically high. While we encourage applicants to run resumes through spell check, take it a step further and ask a colleague or friend to review the final document before submitting.