

Tips to Improve a Resume

Resume may not always ensure selection for the job one has applied for, as there may be a series of selection methods involved before a final offer is made to the applicant. However, an effective resume will satisfy the screening and short listing criteria of the HR department to qualify for the next step; for example interview or tests. Here a few suggestions to improve your resume:

- ✓ Always keep the **formatting** right. Font sizes, spacing, bullet points and headings must be chosen carefully.
- ✓ It is very important to mention **dates** for your educational achievements, professional experiences and activities. Do not leave gaps in between, for example, schooling: from 1980 to 1990, and then college: from 1991 to 1994, etc. or if there are gaps, then explain them in your **cover** letter.
- ✓ Ideally resume should be **re-written to match** the employer's requirements. An employer would look for those applicants whose qualifications/potentials closely match the requirements of the job. The best way to do this is to read the job description advertised and write the resume
- ✓ State the **career objective**, but be very precise and clear. Otherwise leave that material for your cover letter or interview.
- ✓ Choose **verbs** to explain your professional experiences and other accomplishments; for example; **worked** for ABC organization as a sales coordinator for three years. **Organized** workshops...**designed**...
- ✓ Try to keep your **resume short** unless you need to write a long one. However, you may justify its length by highlighting points and keeping it organized for the reader.
- ✓ Use **simple English** please!
- ✓ Use A4 **white paper** or a very **light color** paper with a black font. Arial and New Times Roman are fine.
- ✓ Always remember that the employer is looking for people, who can **add value to the jobs** advertised, and this can be achieved by stating **what you can do for them** rather than what you have already done in the past. Of course the resume will vary according to the jobs, for example; a technical job candidate may emphasize more on meaningful results, technical knowledge, organizational ability, conciseness, while a people-oriented job candidate may demonstrate relationship skills, personality traits and emotionally intelligent behaviors comparatively.
- ✓ For a pilot test, I would advise you to **print out your resume** to see how it looks to you as a reader.

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