## How to build **YOUR RESUME**

Your resume is a sales sheet that showcases all your most recent and relevant academic and professional accomplishments. If you're applying for a job that you really want, you better be ready to step up your game.

Is your resume up to date? Will it stand out? Is it relevant?



## FACTS ABOUT RESUMES



On average, companies receive roughly 250 resumes per job posting. However, only 4-6 candidates will be chosen for an interview.

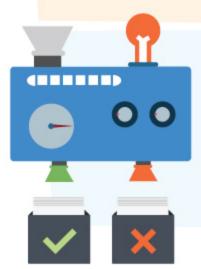
Generally speaking, recruiters only spend about 5-7 seconds looking at a resume.



76% of resumes are discarded because of the applicant's unprofessional email address.

Including a photo of yourself on your CV will lead to an 88% job rejection rate.





Many companies use advanced software to weed out up to 50% of applications before anyone ever sees them.

## **BEST PRACTICES**

Font size should be 10-12pt, and choose between Calibri and Times New Roman for font style.



PROOFREAD. Let your family, friends, neighbors – anyone – read it before sending it out.

Use 1" margins and do not exceed 2 pages. The shorter and more concise, the better.



Add tailored keywords to your resume and use them liberally all throughout.

Include relevant academic and work experience. No more than 3-5 bullet points per job.



Remove the "References available upon request" section. It is an outdated practice.



Always send your resumes in PDF

If you need a reliable PDF software, check out www.sodapdf.com