

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.

Kittycat2001@example.com

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 It is an outdated practice.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

SOURCES

www.glassdoor.com; www.theladders.com; Behiring; www.forbes.com; www.monster.com