

# 10 Resume Power Tips



Your Writer

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1. Describe experiences by starting with a powerful verb. **Tip:** start with an **action verb** that fits the template “I [BLANK]”.
2. Adjust the **tense** of each sentence so that it matches the timeline of the job. Present roles should be in present tense. Job roles in the past should be written in past tense. A common mistake is to write the whole resume in one tense structure.
3. **Use numbers** to add value, wherever you can. For instance, instead of “Managed a dynamic team to resolve inquiries”, write “Managed a team of 10 to resolve an average of 100 inquiries per day”.
4. **Try not to repeat key words**; instead, add variety. For example, instead of writing “developed” 3 times, use synonyms such as “produced”, “created”, and “constructed”.
5. Include an **executive summary**, but not an autobiography. It should be no longer than 3 to 4 sentences that convey your key strengths. Think of it as an advertisement of yourself.
6. **Proofread**, proofread, and proofread again.
7. Balance **white space**. Resumes tend to suffocate when crammed with extra layers of text. Reduce text via concise writing or smart formatting. Use the aesthetic of more white space to provide a harmonious sense of balance to your reader.
8. Know the **resume format** that speaks to your industry. A finance resume template will likely not work for a web designer vacancy. Research common expectations in your industry and follow the unspoken themes and practices. Some industries allow for creativity, while others require traditional formats.
9. Always finalize a resume with **fresh eyes** by keeping a few days to finalize a resume. One day should be for heavy edits – after which you should stop, forget about the resume, and then come back to it the next day or a few days later. The lapse will reduce tunnel vision and ensure the review has a fresh perspective.
10. **Bold** is for editing, and not for your font choice. Choose clean, easy to read, professional fonts like Calibri, Arial or Times New Roman. While other fonts can be used, you want to avoid choosing extremely creative fonts which will risk either distracting the reader or violate unspoken expectations within your industry. For instance, using Comic Sans MS will not cut it for most traditional jobs.

