

Resume Etiquette

Do's and Don'ts for a Modern Resume

1 in 4
HR Managers Receive
50
Resumes per Job Listings

1 in 10
HR Managers Receive
100
Resumes per Job Listings



What are HR Managers Looking for In Candidates ?



Relevant Experience

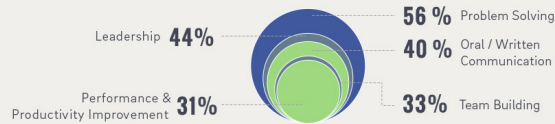


Specific Accomplishments



Resume was Customized to the Open Position or not

HR Managers also look for KEYWORDS in Resumes



DO'S AND DON'TS FOR A MODERN RESUME

Font First

- ▶ Professional
- ▶ Classic
- ▶ Easy to Understand

A a

Contact Me

- ▶ Include best ways to contact you
- ▶ Include your full first name

Formatting Matters

- ▶ Organizing your resume appropriately

Keep It Relevant

- ▶ Customize it specifically for the position

Machine Readable

- ▶ Do ensure your resume is machine-readable

Text Only

- ▶ Limit your resume to text
- ▶ Photo on your resume is not necessary

Don'ts

Do not exceed 3 to 5 bullets per section

Do not use proprietary acronyms or jargon

Do not have a single typo or grammatical

Do not have multiple personalities

Do not bother with high school if you have any college experience

Do not plan to include personal references on your resume

Do not use a funny yet controversial email address



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