ARROWHEADCONSULTING

7

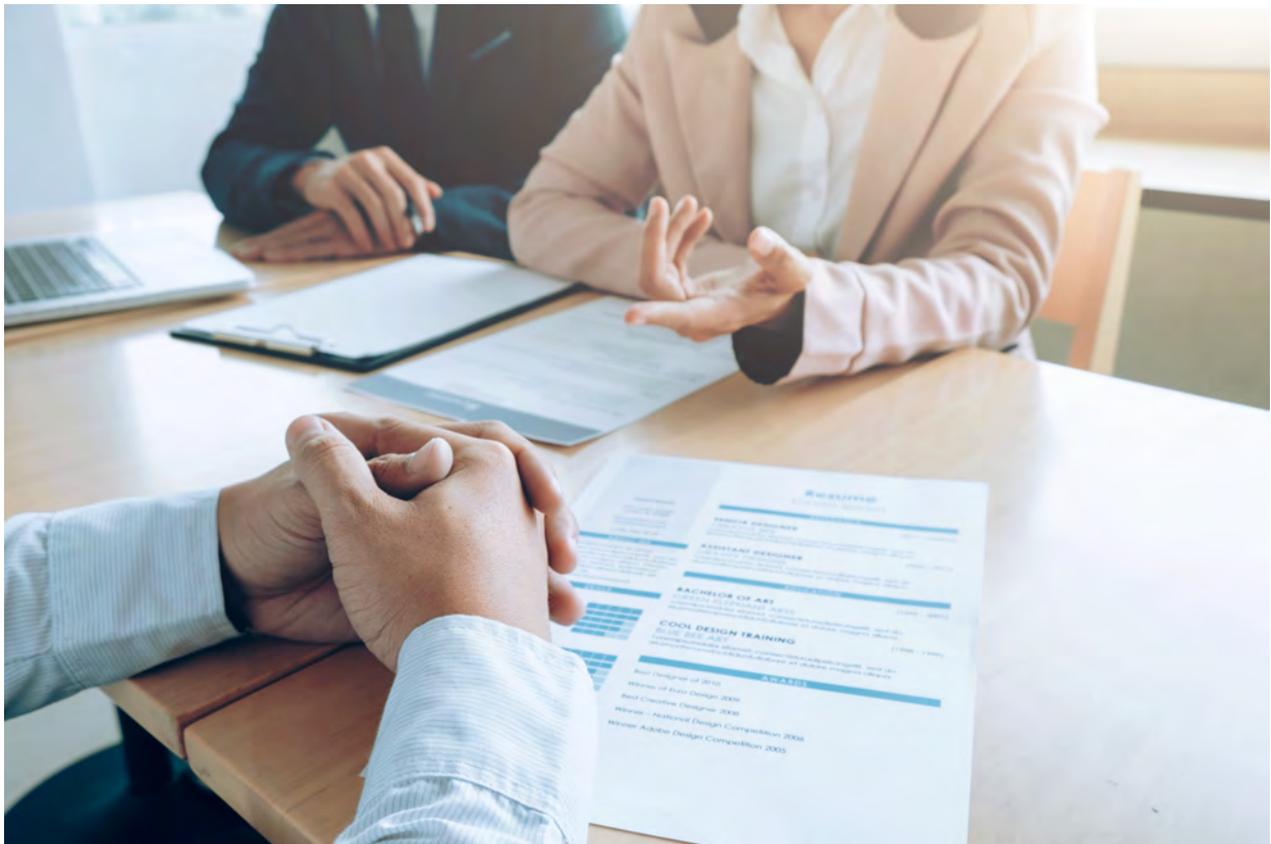## BEST PRACTICES

TO WRITING A RESUME

1.

Make Your Resume Easy To Read.

. Don't have big paragraphs with lots of text.

. Keep it simple, but informative.

. Use 1/2" to 1" document margin.

. Use a professional font such as Arial or Helvetica.

. Use 10-12 point font size.

. Use bullet points when listing skills.

2.

List Your Remote Working Skills For/During COVID-19.

. Be able to **work independetly**, including being resourceful and solve problems on your own.

. Be **self motivated** to get your work done on time.

. Be up to date with communication platforms such as **Teams, Slack, Zoom etc...**

. Be **organized** and use specific folders for your files.

3.

Use Keywords That Will Stand Out.

. Scan the job description, **see what words are used often**, and incorporate them into your resume.

. Not only is this a self-check that you're targeting your resume to the job, **it'll make sure you get noticed.**

ARROWHEADCONSULTING

4.

Keep Your Resume To One Page

. The information on a resume **needs to be concise**, and keeping it to **one page** is a good way to force yourself to do this.
. If you really have enough **relevant and important experience** that you think is closley related to the job, then go for more pages.

5.

Experience Then Education

. Unless you're a recent graduate, it's best to put your education after your experience.
. Most likely, your last couple of jobs are more relevant to the job you are applying for than where you went to college.

6.

Show Personailty

. Employers are always curious about your **hobbies and interests** to see if you are a good company culture fit.
. **Add some hobbies and interests** that are somewhat relevent to the job or company you are applying for to have an even better chance.

7.

Save And Send As A PDF

. Always save your resume as a PDF rather than a Word document as it is more easily accessible and there will be no formatting issues for people trying to view.
. Make sure to preview the PDF before sending it.

Use these tips and you will be on the way to your next big job!

Visit ArrowheadConsulting.com for free resources such as blogs, case studies, templates, and <u>Free Training</u>

 ContactUs@arrowheadconsulting.com

 ArrowheadConsulting.com

(918) 631-7321