



7 Tips to Get Your Resume Shortlisted

When you apply for a job that asks for your resume, you need to ensure that the recruiter not only reads it, but also shortlists it for an interview. For that you need to make the resume stand out (sometimes among thousands of others). Here are some excellent tips that will help you do that:

1. **Know the Difference between a Resume and a CV** - The resume is short - maximum 2 pages - while the curriculum vitae will be the long version. When you are asked to send in a resume, make sure it is the shortest possible version; one page is best, but if that is not possible, do not exceed 2 pages.
2. **Use the Highest Quality Paper** - If it is a hard copy, ensure that it is printed very neatly and on the highest quality paper you find. It will help if the paper has a light tint to it (say, light green, light blue, or a light lemon color).
3. **Write in Scannable Format** - You have less than 10 seconds to grab the attention of the recruiter. In those 10 seconds you should be able to not only grab his attention, but also impress him enough to put your resume aside for an interview. Whatever you are writing should be written in a scannable format, i.e. anyone who glances at the resume should get all the information they need within those 10 critical seconds.
4. **Use a Readable Font** - The font used should not be smaller than 10 pt and no larger than 12 pt. Use an easily readable font such as Verdana, Arial or Times New Roman.
5. **Use Appropriate Keywords** - Every field will have specific keywords that describe the job. Ensure that your resume contains as many of those keywords as possible.
6. **Customize Your Resume to Highlight Your Fit to the Job and Company** - Your resume is not just an enumeration of your qualifications, experience, milestones and previous employees. It is a ticket to a new job. Hence, you should customize your resume by describing your experience, qualification and soft skills that will show you are made for that particular job.
7. **Give Reference Quotes** - "Will give reference, if needed" is passé. It is best to use 2-3 sentences as quotes from your references that will highlight your fit for the job. References should be chosen, as much as possible, from the same field as the job you're applying for.