



Tips and Tricks for an Outstanding Resume

Summary: *Crafting a winning resume is one of the most important factors to get shortlisted for an interview. A generic resume with a cover letter won't really help in getting you your dream job. Follow these resume tips and craft an outstanding resume today.*

A well-written resume is an effective marketing tool that helps you sell your skills and perhaps **grab a wonderful job opportunity**. Recruiters and employers screen numerous applications every day. To stand out in this competition, it is imperative that you impress recruiters and hiring managers and get shortlisted for an interview. A perfectly drafted resume can help you do this easily. Listed below are **some effective resume tips and strategies** that can help you stay ahead of the competition.

Brief Job Description

Employers look for specific skills and work experience that they mention in the job profile of the current open positions. Your resume should match the job description for the respective position. Ensure that all your previous work experience, certifications, degrees and skills are relevant to the job description. You can be innovative and creative to tweak your resume and mention that your current skills are transferable for the new role.

Add Relevant Info

Professionals say it is imperative for candidates looking for jobs to know what is the most important and relevant information to be included in their resume. Gone are the days when people carried a three-page resume. One of the essential resume tips is to keep your profile short and crisp. Don't let the potential employers or recruiters go through a huge chunk of information and discover what is important for them. Also, apply for positions only after reading the job description that closely matches your profile.

Summarize Your Resume

Add a summary to your resume right at the top to grab employer's attention. Many job seekers get professional help when getting their resumes done. Instead of including huge paragraphs in your job description, work experience and skills, etc, you may mention a punch line to summarize your resume.



Add Actions to Your Resume

This resume tip works wonders for job seekers across the globe. Add all your accomplishments like your ability to meet deadlines, excellent GPA, your supervisory skills, including the number of people trained or managed, etc. Mostly candidates mention their job profile in their resume. However, it is important to let employers know about your accomplishments and achievements rather than knowing what you do. You can also choose to quantify your accomplishments with numbers.

Use Keywords and Highlights

Using relevant keywords and highlighting major achievements like promotions, awards, etc. can also help in getting shortlisted for an interview. You can check for relevant keywords according to your respective industry used by employers to search profiles online. You can then incorporate these keywords into your resume appropriately.

These simple yet effective resume writing tips and tricks will certainly help your resume stand out and give you a greater chance to receive a **call for an interview**. All the best!