

## 5 Key Parts to a Resume

**Summary:** Know the top five things that employers evaluate in a resume so that your resume will pass the 30-second test.



Your resume is a short glimpse into what kind of employee you would be for the employer. They want to see resumes that are error free and filled with proven examples of the value you have as a potential employee. These are the five key things that employers look at when reviewing your resume.

### 1. **Easy to read:**

Employers will look over your resume in 30 seconds or less, so your resume needs to flow nicely. Resumes that are too long, formatted badly, include a lot of information crammed on one page in tiny font, and have several obvious typos will be tossed out after just a few seconds. They won't even look at your credentials for the job.

### 2. **Skills that are essential for the job:**

You need to clearly show that you meet the basic requirements of the job. Employers are not going to take a chance that you might be a quick learner or work hard unless you can prove it.

### 3. **Accomplishments articulated in a way that stands out:**

Employers want to see candidates that are actively engaged with their work and go the extra mile. Demonstrate this quality in your listed accomplishments. Don't just list a bunch of soft skills. Explain how you have applied the skills in real life.



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#### 4. **Proof of job loyalty:**

Do you change jobs every 6 months? Employers want to invest in someone that will stay with the company for at least a few years. If your resume shows that you are frequently changing jobs, there better be a very good reason for this.

#### 5. **Bring added value to the company:**

Employees are an investment that the company makes, so they want those investments to contribute to the goals and mission of the company. You have one chance to make a great first impression, so be ready to show how valuable you are to the company.

**Read these related resume articles to learn more about perfecting your resume and cover letter:**

- [Avoid the Most Common Resume Myths](#)
- [These Four Paragraphs Are Essential to a Great Cover Letter](#)
- [Never Have These Six Things in Your Cover Letter](#)
- [How Your Cover Letter May Be Ruining Your Job Search](#)
- [Get a Thumbs-Up on Your Resume](#)

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