

Treena Elliott

RÉSUMÉ TRANSFORMATIONS

RESUME TIPS

1. WHAT FORMAT?

I get asked about ATSs (Applicant Tracking Systems) a lot. I've seen other resume writers recommend always sending your resume in Word and I respectfully disagree. When someone opens a resume in Word you immediately see any grammatical errors and table grid lines, etc. It can take away from the content that's in the resume. In my opinion, when you save as a PDF directly from Word or Pages then an ATS should easily be able to read your resume. This has always been the case for me.

2. LENGTH

In most cases, your resume should not exceed 2 pages. If you are towards the end of your career, it can go to 3-pages. Engineers or people who do a lot of project work are notorious for this. One way I get around this is by creating a project list as a supplement to a resume so we can keep the resume to 2-pages.

3. ADDRESS

Include your city and province but not your home address.

4. FONT

Keep your resume to 1-2 (3 max) fonts. And make sure all the fonts are used consistently throughout your resume. This is another reason to send your resume as a PDF. Sometimes, a font can get lost in translation on someone else computer. When you send a PDF your resume will look the same regardless of the device.

5. LAYOUT AND PERSONALITY

On most of my resumes, I use a 2-column format. I think it breaks up the information on a resume nicely. I create separate sections for Career Highlights, Expertise, Work Experience, Education, etc. This is easy on the eyes. And ultimately your resume is intended for the eyes of a human, not a robot. I also add a touch of colour to add personality and visual interest without going over the top. So many resumes are hard to look at because they look bad, so a well-formatted, visually appealing resume always grabs my attention.

6. HOW TO SAVE

I advise my clients to save their resumes with a title that makes them easy to find like TElliottHRResume2022.pdf. Sometimes, I save a bunch of resumes to look through and it's a little annoying when I go to look for someone and just see resume.pdf.

7. ONE NUMBER AND EMAIL

Don't do anything that makes it difficult to reach you. You need one phone number and one email no more.

8. ACCOMPLISHMENTS OVER TASKS

Your resume is your chance to highlight your achievements. Whenever possible highlight your achievements over your daily tasks. Be specific and use percentages, numbers. If you are early in your career and don't have many accomplishments that is ok. It is ok to have a resume that is only 1-page.