HOW TO IMPROVE YOUR
RESUME
ACCORDING TO SCIENCE

Approaching your resume can feel like going to battle, especially with all the conflicting advice. **Using the power of facts and figures, we've provided 18 ways to improve your resume and wow the recruiters.**

18 resume tips
to stand out from the rest

Before you start...

1 Run a job description

2 Format your resume in

3

4 if you're not applying for a

through a cloud generator.

The most prominent words can act as a content guide for your resume, especially when 63% of recruiters want resumes to be customized.[1]

reverse chronological order.

List your most recent experience at the top. Recruiters spend six seconds assessing your resume, so make it easy for them.[2]

0:6

Keep your resume to one or two pages.

58% of recruiters specified this as their ideal length.[2]

creative role, don't bother with a creative resume.

A survey revealed that design-savvy resumes often have poor written content.[3, 4]

?

At the beginning...

5

List your name, contact details and additional info at the top on one or two lines.

80% of recruiters will read this first.[2]

Don't include a photo unless requested.

Candidates face an 88% job rejection rate if they do.[5]

6

Add a link to your portfolio, Linkedin or Twitter.

71% of recruiters think candidates should provide one. If it shows off your work, include it.[6]

7

8

Get recommendations on Linkedin that support your qualifications on your resume.

44% of recruiters use this to determine whether they should hire or not.[7]

Make sure you...

9

Include a summary statement.

Write in three sentences who you are, where you're going and what value you'll bring. Put this at the top where recruiters scan first.[2]

10

List your skill set after your summary statement and before your experience.

41% of HR managers say they will pay more attention if you do.[1]

11

Illustrate your skills with numbers.

For example, 'Increased sales by 12% over a five month period.' Recruiters pay attention to percentages and dollar signs.[8,9]

12

Add achievements using the X, Y, Z approach.

In situation X I did Y, which resulted in Z.[8] 100% of recruiters stated achievements listed in a resume are important.[10]

13

Limit yourself to six bullet points per job when listing experience.

Delete the fluff when space is limited, as recruiters tend to skim your resume.[8]

Don't forget...

14

Include a cover letter.

45% of job seekers fail to do so, and 40% of recruiters would like to see one.[1,11]

15

Use a proofreading tool such as Grammarly.

61% of recruiters will automatically dismiss a resume if it contains typos.[12]

16

Save your resume as a word doc and pdf.

49% of respondents to a survey preferred the file type as a Word doc, and another 49% preferred PDF or stated it didn't matter.[3]

17

Address the hiring manager by their name.

84% of job seekers don't, and 22% of recruiters will pay more attention if you do.[1,11]

18

Track your resume using Mixmax.

It will tell you when your email has been opened so you know when it's appropriate to send a follow up email.[8]

It can be easy to overlook certain things when you're rushing to get your resume in. By following these tips and tricks, you can be sure you're on the right track to bag that interview.

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