# RESUME BEST PRACTICES AND
# WHAT A RESUME IS NOT

## Resume Best Practices & Standards

**1. Resume Design:** Selecting the right design template to showcase your accomplishments based on your industry is important. ResumeEdge offers 15 design templates for the private sector and 3 for the federal sector. ResumeEdge editors can advise or select the design template based on your industry and personal preference. Please note: All orders come with one design choice only. Before editing begins, resume design is agreed upon.

**2. Page Length:** Recruiters and Hiring Managers prefer resumes to be two pages or less. The editor and you will agree on the length of your resume prior to starting the editing process. Please note: All orders come with one page length choice.

**3. Qualification (Opening) Summary versus Objective Statement:** ResumeEdge.com and ResumeEdge.ca use the best practice of creating Qualification Summaries for their customers versus creating objective statements. Recruiters and Hiring Managers want to see what candidates can bring to their organization in terms of performance rather than simply stating a position they want.

**4. Quantify Accomplishments:** A resume must have quantified accomplishments not a reiteration of a job description. Example: Increased productivity 58% within three months of hire by retraining staff on latest accounting software. Providing percentages, dollar figures, and timeframes strengthens achievements.

**5. Strong Data Prioritization & Organization:** The resume needs to be organized in standard sections. Within each section, the data is presented in reverse-chronological order (the last job or school listed first). The information is prioritized based on value to the Recruiter and Hiring Manager. Information pertinent to the targeted position should be showcased first. For example, if Education is the most important qualification; it's presented before Work History, rather than last on the document.

**6. Non-relevant & Repetitive Data:** An effective resume focuses on enhancing your candidacy and avoids repetition and inclusion of non-relevant information. For example,

hobbies & interests should only be included if relevant to the job. Personal information (birth dates, marital status etc.) is included in some oversea resumes.

**7. Language:** Use of business language is critical to the professionalism of a resume. Resumes should avoid the use of personal pronouns ("I' "my" "we") and slang at all times.

## Resume Misconceptions - What a Resume is Not

**1. A document that reflects your personality:** Unless you're in the performing arts or involved in a creative industry, a resume should err on the conservative side — no designer fonts or unusual designs.

**2. An exhaustive listing of everything you've done:** Recruiters and Hiring Managers want recent experience, not all experience. The rule of thumb is to go back 10 years for IT professionals and no more than 15 years for those in other industries. Ideally, a resume should not be longer than 2 pages.

**3. A document that tells the recruiter or hiring manager what you want:** Recruiters and Hiring Managers are interested in what you can bring to their organizations in terms of performance — increasing profits or reducing costs. What you want (your objective) is secondary.

**4. A document that will guarantee an interview or job offer:** A resume is the beginning of your job search. It cannot guarantee the end result. No matter how well your accomplishments are detailed and your data presented, if your background doesn't closely match the requirements of the job, you will not be called in for an interview

**5. A one-size-fits-all document:** Certainly, there are basic standards for all resumes, such as page length and data prioritization/organization. However, your background is unique and needs to be presented to showcase your skills, not fit a general template designed for everyone.

**6. A document that will please your spouse, parents, colleagues, etc.:** The only audience that matters is Recruiters and Hiring Managers. Relatives, friends, colleagues, and acquaintances may be well-meaning, but they are not experts in resume writing. They may tell you to add hobbies, when you should not - or include personal data when it's not required.

**7. A document that is perfect in every way:** Organization of data and showcasing accomplishments are what matter most in a resume as does language and tone (be professional at all times). Recruiters and Hiring Managers are looking for hard skills that you can bring to their organization, not whether you used the word 'oversaw' rather than 'managed'