



CRAFTING YOUR WINNING RESUME

A TEMPLATE AND TIPS FOR SUCCESS

Having a proper resume is crucial in the job search process because it serves as your introduction to potential employers. A well-crafted resume not only highlights your relevant skills, qualifications, and experiences but also demonstrates your professionalism, attention to detail, and commitment to the position you are applying for. By tailoring your resume to each job application, you can effectively showcase your unique strengths and make a strong case for why you are the ideal candidate.

As such, LRO Staffing is providing tips to ensure you're on the right track when updating your resume, as well as a downloadable template to help grab the attention of potential hiring managers.



TAILOR IT TO THE JOB: When applying for a job, look at the description and highlight the skills and experiences that match your own, then emphasize those in your resume to customize it for each application. This shows that you have the qualifications needed to excel in the position. Tailoring your resume also demonstrates your genuine interest in the position and the company, which can positively impact a hiring manager's decision to hire someone.



USE STRONG ACTION VERBS: Using strong action verbs in a resume is essential as they bring dynamism and impact to your accomplishments and responsibilities, making it more memorable for the hiring manager. Try to begin each bullet point with a strong action verb, such as "managed", "developed", or "created". This also conveys confidence in your abilities and a proactive approach to your work.



KEEP IT CLEAR AND CONCISE: Hiring managers often have limited time to review each application, and a cluttered or unclear resume may lead to key information being overlooked or misunderstood. As such, it's important to use plain language and avoid using jargon or complex terminology. A well-organized and succinct resume also demonstrates effective communication skills and professionalism.



QUANTIFY YOUR ACHIEVEMENTS: Potential employers will appreciate examples that show the impact your work has made in past roles because it gives them an idea of what you'd bring to the table if they hire you. Whenever possible, use metrics, numbers or statistics to show your achievements. For example, rather than saying you "increased sales", you could say "increased sales by 20% over 6 months".



INCLUDE OTHER QUALIFICATIONS: Including other qualifications on your resume, such as certifications, volunteer work, or additional training, enhances your credibility and demonstrates your commitment to professional development. It also will help you stand out from competing candidates and ultimately improve your hireability to a potential employer.



ALWAYS PROOFREAD: It's imperative to proofread and edit your resume carefully before submitting it to ensure there are no spelling or grammar errors. Even small errors can create a negative impression and undermine your professionalism and attention to detail. As such, it's always a good idea to ask someone else to review it as well to catch any mistakes you may have missed.



USE A PROFESSIONAL FORMAT: Choose a clean, professional format for your resume that is easy to read with headings clearly labeled. You will want your font to be large enough and a dark colour for contrast so that it's easy to read. It's important to be consistent with your formatting and font throughout. Our resume template is a good example of what a professional format consists of.

USE OUR CUSTOM RESUME TEMPLATE!

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