

100 Essential Resume Writing Tips to Impress Employers

By Bronwyn Houldsworth, Career Coach



100 Resume Writing Tips by Bronwyn Houldsworth

★★★★☆ 4 out of 5

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Your resume is your first impression on potential employers. It's the gatekeeper to your dream job, so it's essential to make it count. The good news is that writing a great resume doesn't have to be rocket science. By following a few simple tips, you can create a compelling and effective resume that will make you stand out from the crowd.

100 Resume Writing Tips

1. **Use a professional resume template.** A well-designed resume template will give your resume a polished and professional look. There are many free and paid resume templates available online.
2. **Customize your resume to each job you apply for.** Take the time to tailor your resume to the specific requirements of each job you apply

for. This means highlighting the skills and experience that are most relevant to the position.

3. **Use strong action verbs.** When describing your experience, use strong action verbs that convey your accomplishments. For example, instead of "Managed a team of 10 people," say "Managed a team of 10 people, resulting in a 15% increase in sales."
4. **Quantify your accomplishments.** Whenever possible, quantify your accomplishments to show potential employers the impact of your work. For example, instead of "Increased sales," say "Increased sales by 15%."
5. **Use keywords.** When writing your resume, be sure to include keywords that are relevant to the job you're applying for. This will help your resume get noticed by potential employers.
6. **Proofread your resume carefully.** Before you submit your resume, be sure to proofread it carefully for any errors. A well-proofread resume will make a good impression on potential employers.
7. **Get feedback on your resume.** Ask a friend, family member, or career coach to review your resume and give you feedback. This can help you identify any areas that need improvement.
8. **Consider using a professional resume writer.** If you're not confident in your ability to write a great resume, consider using a professional resume writer. A professional resume writer can help you create a resume that will make you stand out from the crowd.

100+ Additional Tips for Writing a Great Resume

- Include a professional headshot.

- Use a clear and easy-to-read font.
- Keep your resume concise and to the point.
- Use bullet points to highlight your skills and experience.
- Use white space to make your resume easy to read.
- Tailor your resume to each job you apply for.
- Highlight your skills and experience that are most relevant to the job you're applying for.
- Use strong action verbs when describing your experience.
- Quantify your accomplishments whenever possible.
- Use keywords that are relevant to the job you're applying for.

There you have it! 100 tips to help you write a resume that will get you noticed by potential employers. By following these tips, you can create a resume that is both professional and effective and will help you land your dream job.

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