

2. Resume Tips

Objective

Writing a quality resume takes time and effort. As an executive recruiting company, TYGES has placed over 2,000 candidates. In this resource, we share with you what we know works best to format your resume.

Font and Formatting

- Font size should be appropriately sized and consistent throughout the resume.
- Font type should be a common font that is available on all platforms.
- Bullet points are preferred over paragraph format.
- Margins should be 1 inch on all sides of the page. Anything less can make your resume appear cluttered and hard to read.
- Some applicant tracking systems (ATS) cannot read information in the header or footer of the resume.

Resume Content

- Limit resume to 2 pages depending on your experience.
- List information in chronological order.
- Ensure contact information is current, accurate, and consistent.
- Use a professional e-mail address.
- Include a summary statement of your accomplishments and skills.
- Emphasize accomplishments using numbers as often as you can highlighting measurables.
- Spell out degrees earned and only include graduation year if within the last two years.

Don't Do's

- Don't use colors, lines, and italics. Bold should be used sparingly and consistently.
- Don't include graphics in your resume.
- Don't include anything that could lead to discrimination based on protected characteristics.
- Don't include "References are available upon request."
- Don't include personal information such as number of children, marital status, and social security number.
- Don't use personal pronouns such as I, we, me, us, they, and them.

Final Review

- Spell out all acronyms.
- Include hyperlinks where applicable.
- Make necessary changes to the language of your resume after using scanning software like JobScan.co to compare your resume with the job description.
- Use a site like Grammarly.com to scan your resume for grammar and spelling.
- Always save and send your resume as a PDF.
- Print your resume on plain white paper.

What's Next? Telephone Interview