Top 10 Tips for a Remarkable Resume

Creating or updating your resume can feel like one of many daunting pieces about launching a new job search. However, having an up-to-date resume on file is always a great idea in case your dream job pops up even when you aren't actively job seeking.

Often, your resume is the first impression that an employer has of you, and it can make or break whether you move onto the next stage of the process. Check out these *Top 10 Tips for a Remarkable Resume* to make sure yours stands out above the rest:

1. Appropriate Length

One of the most common questions about resumes is how long they should be. As a general rule for the non-profit/education sector, keep resumes to only one page if you have less than 10 years of work experience or fewer than four jobs. If you do expand beyond one page, be sure to use your space wisely. Adjust the formatting to take up the entirety of the second page so that the document looks uniform. Be sure the most important information remains on page one so that you don't risk a recruiter or hiring manager not getting to it during application review.

2. Highlight Accomplishments

Bullet points beneath jobs should not read like a job description. As you craft each line, ask yourself, "Does this reflect a responsibility I had or something I accomplished?" Employers want to see your accomplishments to understand how much you excelled in each position.

3. Data, Data, Data!

The best way to clearly demonstrate accomplishments is by providing data. How many staff members did you hire? What was the increase in revenue that resulted from the marketing campaign you created? How many reading levels did your students grow? In summary: quantify every accomplishment possible. If you can't quantify it, revisit tip #2 and be sure your resume doesn't read too much like a list of responsibilities.

4. Keep It Simple

Your resume should be easy to navigate with clearly labeled sections, easy-to-read fonts (use a sans serif font for small text), and consistent margins between sections. Utilize bold or italicized text, as well as slight variation in text size, in order to differentiate sections. To ensure the formatting you worked hard to create stays in tact, always submit your resume as a PDF.

5. Logical Order

Some resume templates recommend listing education experience at the very top of the resume. If you recently completed a degree, highlight this at the top. However, if you have been out of school for a while, and especially if you received a degree that is not closely related to your work, move education information to the bottom of your resume and place your most relevant experience (your current/most recent job) at the top.

6. Include Relevant Experience

People bring a wide variety of experience to roles, and there is no one perfect type of candidate for any position. Include all experience you have that is relevant to the role you are applying to, including volunteer experience, extracurriculars, and work or activities that took place a while back. This is especially important if you do not have professional experience relevant to the position, or if you are changing industries (for example, transitioning into education from the private sector) and want to demonstrate your commitment to, and understanding of, the mission.

7. Select Skills

Soft skills like "excellent leader" and "strong communication" can be portrayed through the accomplishments you list beneath each role you've held. Eliminate these from your resume and ensure that these skills are instead demonstrated within your listed accomplishments. Do use a separate skills section on your resume to highlight technical skills, such as experience with coding languages, foreign languages spoken, mastery of design software, etc. If you do not have a lot of information to include or these are not key functions for the roles to which you are applying, make this section just one line at the bottom of the page.

8. Strategic Summary

If not used strategically, an Objective or Summary section can be redundant or feel like a waste of space. Only include this section if you're making an intentional shift in your career trajectory that may not be obvious from simply looking at your resume. For example, if you've worked in recruitment for 10 years but are interested in shifting towards policy work, state that clearly at the top of your resume. Additionally, if you have a planned move to a new geographic location, include that at the top of your resume alongside your current address. (e.g. "Relocating to Washington DC in November 2016")

9. Remove References

Reference checks are a typical part of nearly every interview process, so it is understood that you will provide the names and contact information of your references. There is no need to include a line on your resume to the effect of, "References available upon request". Additionally, do not use resume space listing out your references. Often, employers will have their own application system that requires you to provide reference information within the application, or they will request that you send it separately to them during the interview process.

10. LinkedIn

If you have a LinkedIn profile, especially if you have a very common name, include a link to your profile at the top of your resume with your other information. Be sure to grab the short version of the link (for example, linkedin.com/in/allisonfishbein). If you do not have a LInkedIn account but are actively job seeking, create one to increase the likelihood that recruiters will find your information, and as another resource for potential employers to learn about you.

Once you have put your resume to the test with these ten tips, you are sure to make an impression on hiring managers during your next application process.

WorkMonger is the perfect tool to help busy education professionals advance in their careers. Spend just 25 minutes creating your profile, and we'll be your eyes and ears, sending you an alert as soon as your dream job becomes available. This allows you to stay focused on making an impact in your current role while we focus on finding the perfect next step in your career.

WorkMonger is a profile-based job-matching platform focused on non-teaching roles in the education sector. The service is 100% free to jobseekers. Sign up today!