

In order to score a job, having an impressive resume is of utmost priority. Unfortunately, not all of us have a step-by-step guidebook to writing a resume. After all, there is no 'one size fits all' template for resumes. [jobspivot](#) However, in this article, we will try to provide a few general guidelines to follow in order to get your foot through the door!

Given the high volumes of job applications that hiring managers have to go through, it is paramount to make a lasting impression in the most succinct and concise manner. Hiring managers take about 6 seconds to determine if you are a good fit for the company, so keep it short and to the point. An optimal length would be 1-2 pages.

Tip #1 Keep it short!

Quality over quantity! Showcase your most impressive achievements while also ensuring relevance. Your CV should be specific to the job that you are applying for and not catered to a general audience. For example, if you were to apply for an advertising position, it would be ideal to include job experiences in a similar field to convince your employer that you are the perfect fit for the job.

Tip #2 Quantify your achievements

While it may be tempting to sell yourself solely using general descriptions, it is more effective to back your claims with numbers. It is easy to exaggerate your achievements. To prevent companies from doubting your abilities, quote statistics and figures to substantiate your claim. Doing so lends credibility to your accomplishments and better convinces the company of your capabilities. Using numbers on your CV also clearly showcases your contributions to the company. For example, "increased sales by 25% in 2 months" seems more impactful as compared to simply listing your work experience such as "increased sales for xx company".

Tip #3 Use action verbs

Make use of flattering adjectives to accentuate your CV. The use of appropriate adjectives helps to highlight your abilities and leave a lasting impression on employers. In times like this, the use of a thesaurus may come in handy as we try to steer clear from plain and unimpressive verbs such as "achieved" or "managed". Words such as "coordinated" and "executed" can be seen as more compelling as compared to "carried out" or "completed". Using more specific action verbs may also shed light on the details of your accomplishments. For example, instead of using "improved something" you may use "modified" this enhances your contributions making it seem more substantial.

Tip #4 Check for errors

As humans, we are bound to make mistakes, the last thing we want is for any minor grammatical or spelling errors to jeopardize our chances of scoring an interview. Always ensure your resumes are grammatically perfect. This prevents your employers from forming the impression that you do not care enough or that you lack meticulousness. Simply self-editing may not be enough as you may overlook some errors. In addition, it is also important to ensure your sentences flow smoothly to make it easier for hiring managers to read through. Fortunately, there are applications such as "Grammarly" that are free to use! Alternatively, you may send your CV to your friends to vet through it.

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