FREE GUIDE!

TOP 10 HACKS TO TURN YOUR RESUME INTO AN INTERVIEW-GENERATING MACHINE

1,000+

That's the number of resumes we re-write per year. We transform resumes from dull, ineffective, and poorly composed to professionally branded and polished interview-generating machines! That's our goal and we want to teach you a few tips and tricks on how to get a head start to do the same for your resume.

…If you are looking for a job, your resume is your first point of contact with potential employers. It's a document that showcases your skills, experience, and qualifications and gives employers an idea of what you bring to the table.

…However, it's not enough to simply write a laundry list of duties and then forget about it!

….It's crucial to keep your resume up-to-date, especially if you want to increase your chances of landing more job interviews.

The job search process can be overwhelming and competitive, with many qualified candidates applying for the same positions. To make sure your resume stands out, it's important to focus on making it as strong and appealing as possible.

In this free guide, we'll take a closer look at 10 strategies that can help you update your resume to make sure it's always in top shape to attract as many invites for interviews as possible.

So you need employers and recruiters to take your resume seriously and call you in for interviews, right?

Here, we've gathered 10 key strategies for you to implement. **We do recommend that you implement all 10 strategies** to maximize the ability of your resume to get you real results, and FAST! Check them out 👇👇👇

1 <u>**Customize your resume for each job:**</u> Tailor your resume to the specific job you're applying for by focusing on relevant experiences and skills. This shows that you've done your research and are truly interested in the position.

2 <u>**Keep it concise:**</u> Your resume should be no longer than one or two pages. Use bullet points and active verbs to make it easy to read, and avoid using jargon or technical terms that may not be familiar to the hiring manager.

3 <u>**Highlight your achievements:**</u> Rather than simply listing your responsibilities, focus on your accomplishments and how you added value to your previous positions. Use quantifiable data to support your achievements, such as sales increases or efficiency improvements.

4 <u>**Include keywords:**</u> Many companies use applicant tracking systems (ATS) to screen resumes, so be sure to include relevant keywords from the job description in your resume. This helps to ensure that your resume makes it through the initial screening process.

5 **Make it visually appealing:** Use clean, professional fonts and clear headings to make your resume easy to read by the human eye. Use whitespace strategically and bullet points to break up large blocks of text, and consider including a pop of color to make your resume stand out.

6 **Focus on relevance:** Instead of listing every job you've ever had, focus on the positions that are most relevant to the job you're applying for. Be sure to highlight transferable skills that show how your previous experiences can be applied to the new role.

7 **Show your soft skills:** In addition to your technical skills, it's important to showcase your soft skills (especially for highly technical roles)! We see this all too often where a candidate's soft skills do not shine through the resume. Skills such as teamwork, communication, and problem-solving are highly valued by employers and can help set you apart from other candidates.

8 **Include certifications and training:** If you've completed any relevant certifications or training programs, be sure to include these on your resume. This shows that you're dedicated to your career and that you continue to develop your skills through learning. Some candidates think that employer-sponsored courses or trainings from programs like Udemy or LinkedIn Learning do not count - we're here to tell you that they do!

9 **Keep it up-to-date:** Regularly update your resume to ensure that it's current and accurate. Make sure to add any new experiences, skills, or accomplishments, and remove any outdated information. We recommend that you do this at least quarterly so that you're not scrambling at the last minute should you need to present your resume for any new opportunity that arises.

10 **Proofread, proofread, proofread:** A mistake-filled resume can quickly eliminate you from consideration. Proofread your resume several times to catch any typos, grammatical errors, or inconsistencies. A resume that is well-crafted and error free says to a hiring manager that you care about how you look on paper and that you take your job search seriously.

In conclusion, a well-crafted resume is a critical component of a successful job search. By following these tips, you can improve your chances of getting an interview and ultimately **landing your dream job!**

...So, if you're looking for more job interviews, make sure to keep your resume up-to-date and make the most of every opportunity. Remember to be thoughtful and intentional in your approach to crafting your resume, and don't be afraid to ask for feedback from professional resources such as certified resume writers.

These 10 strategies work amazingly for our clients to grow their online presence and get interviews much faster than using their outdated, ineffective resumes.

So what does this mean for you in terms of next steps to take?

Well, there's only so much we can tell you in this short guide. So, if you're happy with what you're reading so far, here's your next step:

Schedule a **<u>FREE DISCOVERY CALL</u>** where we will discuss your resume in greater depth and provide you with clarity on just how far you can take your resume to get more interviews.

Hope to see you on the call,

-The Resume Fix Team

Have Questions?

Contact us today!

PHONE
Call or text us at 919-899-4795

EMAIL
Email us at info@theresumefix.com

TEXT MESSAGE
Send a text message to the number listed above

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