

Resumes that stand out from the pack

Your resume must stand out to get noticed. Especially in a recession when recruiters and hiring managers are receiving hundreds of resumes. Here are a few tips to get your resume noticed.

1. Don't use any gimmicks. Let your resume do the talking.
2. Focus on benefits not features.
3. Bullet point accomplishments must include quantifiable results, in dollars, percentages or difference.
4. Never use a functional resume.
5. Make it easy for the reader to quickly identify what sets you apart from all the rest.
6. Reader must be able in 20 seconds to identify what you will bring to their party.
7. Include information about your current company, such as sales, industry and products.
8. Consider multiple resumes that highlight your accomplishments specific to the position.
9. Leave enough white space. Don't over crowd your resume
10. Be sure to have your contact information on every page. If they get separated you want to make sure it still identifies you, so the person can call you.

Take the test. Give your resume to a person and ask them to review it for 20 seconds. Then ask them what they know about you from that 20 seconds. Did they see what you want them to see. If not, change your resume.

Remember, it's not about you and what you want, it's about them and what they want.