



10 Quick Tips For Making Your HR RESUME STAND OUT From Your Competition!

- 1 – Make certain your HR resume addresses the key requirements of the job you're applying for. Don't waste your time if you can't clearly show that you meet at least the majority of the qualifications being sought.
- 2 – Make it either one or two pages – no longer, with no typos or errors in grammar. You have less than 20 seconds to make a positive impression.
- 3 – Include in the top half of your resume at least 5 keywords taken right from the job description. You want to grab their attention immediately.
- 4 -- Fonts used should be easy to read & not too small -- preferably size 12.
- 5 -- All bullets should be lined up correctly. Eye appeal keeps them reading.
- 6 -- It should have a "Summary" section at the very top that shows in 2-5 sentences that you clearly match the requirements of the job.
 - It should identify how you can help solve the company's problems.
 - Avoid saying: "I am looking for a job in ..."
- 7 -- Each bullet on your resume should start with a positive action verb.
 - Powerful examples: "Led" "Initiated" "Launched" "Accelerated" "Streamlined" "Improved" "Maximized" "Resolved" & "Exceeded."
- 8 -- Correct verb tense should always be used.
 - If it's a past job, verbs used should be past tense (e.g. Improved, Led.)
 - If you are currently working there, use present tense. (e.g. Leading, Streamlining). This avoids awkward and confusing phrasing.
- 9 – Eliminate overused HR buzzwords that make you sound like every other HR candidate. Examples: "*Excellent communicator*" "*results-oriented*" "*HR business partner*" etc. Instead, use the "Experience" section to PROVE what you've accomplished using numbers (\$, %, #) when possible.
- 10 – In every job you list, avoid creating an endless list of bullets. Instead prioritize. Everything's not important. Pick your biggest accomplishments and use them to illustrate how you've added value & solved problems.
- 11 – **BONUS!** Pique their interest! Leave the reader wanting to know more about you – include something unique or memorable. Remember, they are looking for an HR pro they can spend 40+ hours a week with. Show them that you are interesting, fun or enjoyable to work with too!

Want more tips for crafting an HR resume that will open doors, WOW hiring managers & get you interviews, check out:

HRResumeSecrets.com