GET THE JOB

More Résumé Tips

Your résumés will be the first impression of you that recruiters will get, so you need to make sure your résumé is impressionable.

Here's some tips to get you started:

RÉSUMÉ MYTHS

There are plenty of myths and tales when it comes to résumés. Some are rules or standards that are outdated and others are trends that have passed. We've got a list of those myths to avoid as you are writing your résumé.

Needing references are your résumé is one of the myths that have is outdated. You will need references, but you won't exactly need to state them on your résumé. Recruiters will ask for references when you apply for the position. References won't really matter until the later stages of your application process and you can just state those references to them or send them an email with them listed.

Another debunked myth is about the length of your résumé. The "standard" résumé is said to be one page, easy to read and to-the-point. Although two of those things

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actually matter, the length of your résumé does not. Your résumé should be one page if you do not have much job experience or barely getting into the work force. It could also be one page because you are using experience for a certain position but other than that, use two or three pages as needed. Don't be afraid to show off your value on that résumé by listing all applicable experience and achievements on your resume.

Another myth is one we are all afraid of is that spelling errors disqualify you.

It's important you make sure you proofread your résumé and correct everything you see misspelled or wrong, but at the same time grammatical errors don't mean your résumé ends up tossed aside.

Your résumé format doesn't matter. There is no certain guaranteed way to make your résumé appeal more to people and recruiters other than what is in your résumé. Your skills and experience matter over the format; today recruiters are more worried about that and your social skills.

Format has been a factor in résumés that have stressed job seekers everywhere. Relax, most recruiters don't care what format your résumé is in as long as it is neat and clean.

When listing job experience, most people use years to show how long they were with a company. As we said before, you want all the information in your résumé to support you and sell yourself to the recruiter. You never want to leave room for interpretation. Add months to your start and end dates. Don't let recruiters get suspicious and question your loyalty and experience.