

Use MRS's tip sheet to help improve your resume! Learn how to promote your abilities, qualities, and achievements in clear and concise way. Our list will help you to tailor your resume and make you stand out from the competition.

- Includes a URL to the jobseeker's professional online profile.
- Uses consistent branding.
- Includes a single phone number and email address.
- Does not include an objective statement. Instead, it includes an executive summary.  
Replace your fluffy statement with an executive summary, which should be like a "30-second elevator pitch" where you explain who you are and what you're looking for. "In approximately three to five sentences, explain what you're great at, most interested in, and how you can provide value to a prospective employer."<sup>1</sup>
- Uses reverse chronological order.
- Uses keywords relevant to the field.
- Does not list achievements in dense blocks of text. Instead, achievements are listed in two to five bullet points per job.  
Recruiters receive so many resumes to scan through at a time, so make it as easy as possible for them to understand why you're perfect for the job. Dense blocks of text are too difficult to read.<sup>1</sup>
- Quantifies achievements/Spells out results.  
"Quantify your major accomplishments and contributions for each role."<sup>1</sup> This can include the money you saved or brought in for your employer, deals closed, and projects delivered on time or under budget. Do not use any more than three to five bullet points.
- Accomplishments are formatted as result-and-then-cause.  
A good rule is to use the "result BY action" sentence structure whenever possible. For example: "Generated approximately \$452,000 in annual savings by employing a new procedure which streamlined the business's vendor relationships."<sup>1</sup>
- White space draws the reader's eyes to important points.
- Does not use crazy fonts or colors.
- Does not include images.
- Doesn't say "references upon request".



<sup>1</sup> Amanda Augustine, career advice expert for TopResume. Certified professional career coach and resume writer.