Check out these tips to improve your resume

BEST RESUME TIPS FOR CAREER SUCCESS

PROVIDED BY
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Leadership & Career Coach

Ligia L. Gutierrez helps clients strategize how to upgrade their careers by achieving focus, clarity, overcoming challenges & money mindset blocks, so they are confident and happy.

By providing a soulful and practical structure, clients find a fulfilling career or business that does not sacrifice their personal life. With over 25 years of leadership and personal development experience, Ligia gives her clients a holistic approach to succeed.

Ligia is a Personal Development Consultant, a Management and Leadership Specialist, a Certified Money Breakthrough Business Coach (MBBC), and a Sacred Money Archetype Coach.

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Claudia Germeshausen is the Global Head of Organizational Development for HM.CLAUSE, an ag biotech company. She is responsible for all the strategic processes and programs that support the stages of an employee's life in the organization, from onboarding, learning & development, performance management to succession planning. She also oversees Talent Acquisition for the Americas Region.

Claudia coaches and empowers women on embarking on job searches, preparing for career growth opportunities at work, as well as navigating relationships in the workplace. Connect on IG @claudia.germeshausen.

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Best Resume Tips

A resume is a reflection of your professionalism and experience. It's the first impression you make on potential employers, so it needs to be memorable!

Do not use templates such as Canva or Word templates for your resume. Remove borders, columns, crazy bullet icons, and color boxes. The resume needs to be simple but rich in content so it will go through the Applicant Tracking System (ATS). Boring is beautiful! Impress with your words.

Keep it safe-remove personal address on resume. Your email, phone number, and LinkedIn link are all you need. Exception: The instructions say different.

Do not include your picture/headshot. You don't know who has access to your resume once you send it to the hiring company.

Exception - 1. The job posting directions have clearly stated to include a headshot on your resume.

2. The country you are applying for has the norm of applicants submitting a headshot. Read the instructions carefully and contact the hiring manager for clarification. Also, reach out to a career counselor/coach with experience in that country.

Suppose you have an AOL, Yahoo, or Hotmail email address. In that case, you may run the risk that a hiring manager may think you are not up to date, especially if you are applying for a high-tech company. You may also run the risk of ageism. Create an email on platforms such as Gmail or Outlook.

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The contact phone number you use on your resume should not be your current place of employment's phone number.

Email address should not be an eyebrow-raiser one. Please don't give a hiring manager a reason to judge you before they even look at the rest of your resume. Examples of eyebrow-raising emails:

a. kajagoogoofan@aol.com
b. limpbizkit@yahoo.com
c. barenakedladies@gmail.com
d. 69lovemama@hotmail.com

Create an email address specifically for your job search. Make sure that you will check it. You can also make it so that email redirects to your mailbox of the email you always check.

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If you have a "Career Objective," get rid of it. Add Career Summary instead Note: Your Career Summary is one of the most important parts of your resume. If you want the hiring manager to read your resume, grab their attention with a strong Career Summary.

Read the job posting; this is a critical document to know what to include in your resume.

Know all deadlines. Do not turn in your application late.

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Have accomplishments over job tasks. Work with a career coach to help you elevate your skills and achievements on your resume. This is not the time to be humble.

When highlighting your accomplishments, quantify them as much as possible. For example, customers served, employees responsible for, % of efficiency created from process improvements or dollars saved.

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