



## Today's Best Resume Writing Tips

I am happy to share two ATS-friendly resume templates to choose from to provide you with a place to begin to create a high-performance resume to help you move forward on your career path.

Here are a few important tips to get your started:

**The one-page resume template is designed for HR professionals with less than 10 years of experience** or those that have worked with one employer throughout their career.

**The two-page resume template is designed for HR professionals with 10+ years of experience** or those that have worked with multiple employers and made significant contributions relevant to their current job search.

**Important: a two-page resume should ONLY be used** if you have enough pertinent information to fill at least 2/3 of the second page. If not---stick to the one-page template and scale down the superfluous information to only include the most impactful content.

The templates are designed in Word format to allow you to insert your information directly into the areas provided. **The template will expand** as you enter your unique information with the anticipation that you will fill at least 2/3 of the second page of the two-page template.

More tips:

- When adding your content, consider where you are a generalist or have mastered a particular discipline with HR that is the target of your next role and include the keywords and phrases that support your goal.
- Develop content focused on the job you want, not the job you have/had.
- Identify your best transferable skills and showcase them on your resume.
- Copying + Pasting your job description is an ineffective way to create your resume. A better way to influence a recruiter or hiring manager is to build a resume rich in accomplishments and value creation. Include metrics where you can and describe how you obtained the results. Using a S-T-A-R (Situation-Task-Action-Results) approach to content creation is a powerful way to ensure you include the most important elements of your career successes.
- An objective statement is an old school resume practice. The employer knows your objective is to get the job you have applied for. Remove the objective statement and replace with a branded summary statement.
- Another old school practice is to include your home address on your resume. Keep it off.
- Do not include the statement *Professional References Available Upon Request* on your resume. Having professional references is an expectation and unnecessarily takes up valuable real estate on your resume.
- Avoid using resume templates from places like Canva or Etsy. While they may look nice, many are not compliant with most ATS and are often designed to include your picture which is an absolute do not do!
- Unless you are 100% certain how to use graphics in your resume that do not confuse or get lost in the ATS, leave them off and concentrate on developing strong text content.
- Do not post your resume on your LinkedIn profile. If you fully optimize your LinkedIn profile you will not be tempted to do this. Posted resumes can be downloaded and used to apply for jobs or other purposes without your knowledge. Not posting it also allows you to control who you share it with and when.