

Developing a resume with all your pertinent information shouldn't be too difficult of a task to achieve for many job seekers. After all, you know yourself the best. No doubt, you are capable of identifying your experiences and skills to arrange on your resume. But, even then, wouldn't it be helpful if you had some sense of what the resume reviewers are thinking? What goes through their minds? If you knew, wouldn't it help guide you as you develop YOUR resume with THEM in mind?

***Here are top 25 quick tips on what the resume reviewers are thinking.***

1. Your resume is written about you but intended to be read by me.
2. It's my set of human eyes that still review the words and space on your resume.
3. You have one shot at a first impression.
4. Appeal to me right up front in the beginning or I may never get to the end.
5. Some reviewers claim that it can take 30 seconds to get a sense of what they have.
6. If I gave you 30 seconds, would I have a clear understanding of your fit for this job?
7. Don't make me work to find what I am seeking. Help me to recognize relevance.
8. Don't tax my eyes and mind with verbose, glorious descriptions. Fat, full congested paragraphs are killers. Be descriptive yet concise.
9. Too much white space is bad.
10. Too much text is worse.
11. An overall format must be clean, balanced and appealing not over- or underwhelming.
12. Bold lines, fancy bullets and highlighted sections don't make the words more important.
13. Start with an end in mind. Tailor your resume to a career target.
14. "Echo" the job description and language.
15. Commonly used Optical Character Recognition (OCR) technology searches and matches key words on your resume with the job description.
16. Convince me with compelling connections and applicability to put you in the "Yes" pile.
17. Use industry-recognizable verbs to lead your job responsibilities statements.
18. Use active strong verbs and consistent appropriate verb tense.
19. Misspellings, misuse of grammar or incorrect verb tenses are glaring and annoying.
20. Do not overkill with bulleted, capitalized, underlined and bolded words. It's like a suspender or belt; you only need one to serve its purpose.
21. Quantify and qualify your experiences and accomplishments.
22. Let accomplishments represent your abilities whenever possible.
23. Specific. Simply stated. Direct. Succinct.
24. Finish strong. Don't tail off with applicable content. Keep me reading to the end.
25. See #1.