



## Tips to improve your resume

By The N.M. Department of Workforce Solutions

For the Journal

Your resume is one of the first things that will come across a hiring manager or prospective employer's desk. There is always room for improvement, and reevaluating your resume may help you shine amongst a group of candidates. Look at sample resumes online. Take notes on your first impressions of samples you find, and jot down the things you liked and disliked. Your first impression will be the same first impression of many prospective employers. After you have reviewed several samples, look at your current resume.

Incorporate the things that you liked. The samples you preferred may include an additional resume heading or phrased something in a more professional manner. Perhaps a sample resume included a career summary section rather than a standard objective. Make the changes in your current resume and see what you think.

Reformat parts of your resume that reflect things you did not like in the sample resumes. Maybe your headings do not stand out or the tabs make it difficult to read like many of the other you looked at. Now is the time to make those changes.

Run spell check once, and then re-read your resume for any spelling and grammar mistakes that spell-check may not catch. Take out any personal pronouns, such as "I" or "me." Employers will know that your resume refers to your accomplishments and previous employment.

From a glance, is your resume easy to read? Is there enough space between each of the lines? Is your text large enough? Generally, size 12 font is standard but double check if you are using a font other than standards such as Times New Roman or Arial.

Review the language in your resume. Under your work history section, do your responsibilities, duties, and tasks include action verbs? Try using different verbs, while being honest and not losing the original meaning, and see how your resume becomes more interesting.

Avoid bright colors, colored text, and clip art. Your resume should highlight your work history, skills, and experience. If your current resume is on colored paper or uses a unique font, try simplifying everything and printing it on plain paper. Ask friends and family members what grabs their attention first on your new version. Their eyes should be drawn to your name and contact information and then to each of the sections you want to highlight. Their first comment should not be "why is your resume on lime green paper?"

Try to fit your resume on one-page. As employers prescreen candidates, they will first skim resumes and you want to capture their attention with one page. If you have to go to two pages, make sure that all of the information on your resume is necessary and relevant. You want your resume to reflect your experience and work history, but also to show how you are specifically qualified for this job.

Read your resume out loud. Even with spell check and reviewing your resume for grammatical errors, you may have missed something. Reading aloud will also help you test how easy it is to read your resume. You may have some awkward wording or your line spacing may make it difficult to read.

Improving and polishing your resume can help you stand out and can also give you a new start during your job search. A great resume takes time to develop, and the time you invest will pay off as you start landing interviews and eventually, a great job.

This is a regular column written by the N.M. Department of Workforce Solutions. For more information, go to [www.dws.state.nm.us](http://www.dws.state.nm.us).

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