

resume tips

BEFORE YOU PRESS SEND

Your resume is the most important piece of your marketing collateral. It is the single item that will set you apart in a sea of applicants. It will determine if a recruiter or hiring manager sees enough compelling information for them to want to meet you and learn more. Consequently, your resume, supported by a clean and professional LinkedIn profile, needs to present you as the professional you are. This one-pager is intended to help you ensure your resume is free of the most common mistakes we see.

THESE POINTERS ARE FUNDAMENTAL TO YOUR SUCCESS. IT IS IMPORTANT TO GET THE BASICS RIGHT.

For additional questions regarding your resume, please contact:

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SPELLING

Accurate spelling and grammar is key to representing yourself as a professional. Glaring mistakes, especially homonyms, can go easily unnoticed when you rely on spellcheck. For example:

- *Principal* **vs.** *Principle*
- *Ensure* **vs.** *Insure*
- *Adverse* **vs.** *Averse*
- *Complement* **vs.** *Compliment*
- *Affect* **vs.** *Effect*
- *Led* **vs.** *Lead*



REPETITION

Keep your bullet points consistent with your key responsibilities. Copy and paste is not your friend. Avoid repeating the same bullet points under different roles and do not copy responsibilities directly from a job description. Also, make sure to keep your bullet points concise or you risk the reader skipping over them.



USE APPROPRIATE TENSE

Ensure all verbs are in the appropriate tense. Previous roles and achievements must be written in the past tense while current projects and jobs utilize the present tense. Diligently check for any mistakes that could slip through.

- *Collaborate with team members to promote events*
- vs.**
- *Collaborated with team members to promote events*



CONSISTENT FONT/DATE FORMAT

Maintain consistency by using the same font and date format *throughout* your resume. Consistency indicates a refreshed, current resume as opposed to one that has simply been added to.

- *January 2014 to August 2022* **OR** *1/2014 to 8/2022*