



10689 Santa Monica Blvd., Suite 11
Los Angeles, CA 90025
310-820-8830
marilyn@acewords.com
www.acewords.com

RESUME QUICK FIXES

1. **Visual appeal.** Get selected from the tall stack and placed in the short stack of the few who get contacted. Style, readability, and relevance will set you apart and give you an edge.
2. **Fast and easy reading.** Clearly separate your resume sections by using larger type sizes for most important points. Bolding and italics will also guide your reader's eyes. A well organized layout will allow your reader to skip around and pick up what they need.
3. **White space.** Try line spacing greater than single spacing. In MS Word you can reset spacing from the Format choice on the toolbar and then select the Paragraph tab. Even 1.15" line spacing helps, and 2.0" is even more inviting to the eye.
4. **One page, two pages.** One page for entry level is recommended, as well as one-page executives (as in an executive summary). In between? It is acceptable to use two pages. You may be certain that cramming two pages of information into one page is objectionable.
5. **Headline preferable to objective.** Establish relevance by announcing your target job area in a headline. This can usually replace an objective. Example: "Project Management: Development--Construction--Commercial High Rise." You could use a title, as in "Project Manager," but a function ("management, administration, etc.) is broader.
6. **Essence introduction.** A statement at the top of your resume can capture the essence of your capabilities. Examples: "*Offer innate talent to translate novel concepts into visual form,*" and "*Dedicated to educating clients about healthy skin and its proper care.*"
7. **Functional versus chronological?** The chronological organization of your career experience is preferred. However, showing functional capabilities in the early part of your resume highlights your strengths and increases impact. This is a hybrid approach.
8. **Text, html, scannable formats.** Develop your resume in MS Word. When finished, also save it to a pdf format. Whenever possible send your resume in pdf format. (For other requirements, seek clarification from the source that is imposing the specific format.)
9. **Context, anchors, and framing.** Consider introducing each employment with an overview sentence or two that tells your reader about the company – its products, marketplace, and scope. Emphasize the company's distinctions, leadership and claims to fame along with your role in helping achieve its mission.
10. **Bullets in experience section.** Begin statements with verbs. Replace "responsible for" statements with an achievement. Example: Not: "Responsible for worldwide sales of widgets," But rather: "Drove widget sales to double-digit increases in worldwide markets. That is, your reader cares more about your achievements and less about your assignments.