

CREATIVE RESUMES THAT GET YOU HIRED



How to Stand Out

What to Leave Out

Make it easy to read



Objective



Include a short summary if needed
(use this space to explain career gaps, transitions, or relocations)



"References Available Upon Request"

Include numbers
ROI for projects
% increases
Budgets
Campaign successes



Education Dates
(unless a recent grad)



Send it as a PDF



Summer Jobs
or non-related positions

Include a link to an online portfolio
(and attach a pdf copy)



Dead Links



Include unique special skills
ie languages spoken



Redundancy in job experiences

Photos



Address and other personal details

Perfect Formatting

All resumes need to have:



Name



E-mail
Phone Number



Education
Details



Experience section
with role titles,
company names,
and employment dates



Links to
Professional
Social Media,
Portfolio



Skills (including
Software)
include unique
programs, certifications,
web programs



Create your own, unique version:
don't use a template

Leave lots of white space
(looks clean, easy to read, hiring managers can take notes)



Make it user friendly
(UX, Easy to read, keep the reader in mind)



Choose Fonts Wisely!
No Times New Roman,
Arial, *cursive fonts*, Comic
Sans. Include bolded
words to draw attention.
Sans serif fonts are
the best

Lots of freelance work?
Have a separate section



Digital Footprint



34%

of employers reject candidates because they found something online about them

95%



of companies use social media networking for recruiting

75%

of employers view social profile of their potential candidates



89%



of Recruiters have made a hire through LinkedIn



86%

of recruiters are likely to look at social media profiles

37%

of employers use Facebook to pre-screen candidates



60%



of employers on LinkedIn aren't looking to hire, but would be open to the opportunity if it presented itself