

Customize Your Resume

When applying for jobs, it's becoming increasingly important to stand out in a crowd. Many companies use software to find qualified candidates; it's likely your resume won't even be reviewed by an actual human.

And even if it does get a set of human eyes, a recent study by employment experts The Ladders shows hiring managers only spend about six seconds reviewing a resume before making a decision.

Customizing your application to the specifications of a hiring advertisement can give you an advantage. Your document must be neat, impressive and well organized to make an impression. Here are a few strategies to get a call back.

UNDERSTAND THE JOB DESCRIPTION

Even a degree and work experience in a particular field may not be



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enough to entice a hiring manager. It's crucial to analyze each job description you are applying for and fine-tune your resume to its specifications. Within a post, you should analyze the responsibilities and requirements of the job. Look for key words and phrases when considering

how to highlight your employment achievements.

FINDING THE RIGHT KEYWORDS

Print out physical copies of job postings. Highlight the key terms you see frequently. When creating your resume, it's important to phrase qualifications similarly to how an

employer lists them on their advertisement.

According to a study by Jobscan, more than 98 percent of Fortune 500 companies use an applicant tracking system to sort through candidates. This system picks the most qualified applications based on qualifications and keywords.

CONSIDER EXPERIENCES

While work experience and education play a major role in meeting qualifications, don't forget the extracurricular activities. For instance, if it applies to the job, consider including any volunteer roles or charitable positions you have held.