

THE COMPLETE GUIDE TO MODERNIZING YOUR RESUME

How do you stay prepared for employment uncertainty? By keeping your resume in tip-top shape. Maybe you're not ready to completely rewrite your resume, but it pays to spend a few minutes updating it several times a year.

TIP
A modern resume can help you snag your dream job and set you apart, empowering you to drive your career forward.

Keep it fresh and clean

- Replace your summary or objective:** Executive summaries and objectives are out, but taglines are in.
- Remove the buzzwords:** Passion, along with its partner obsession, is today's synergy. That is, it has become a stale buzzword.
- Prune your garden:** If your IT resume contains outdated technologies—or even ones that no longer apply to your career path—remove them.
- Declutter your resume:** Keep your resume no longer than two pages and maintain reasonable white space so it's easy to scan.
- Go with a "modern" font:** Switch to a universal sans-serif font, such as Arial. Times New Roman will make it look dated.



DID YOU KNOW?

The average time a hiring manager spends reading a resume is six seconds.

Does your resume pass the six-second test?

If you don't pass the initial review, you never make it to the second step. So, what do companies initially look for?

Relevant skills

Keep the list focused; leave out skills that don't apply and vague interpersonal abilities.

A work history that shows progress

Highlight a theme through the achievements you list under each position.

Education and certifications

Just the facts. Leave out the details of study unless you're positive they're relevant.

4 reasons your resume gets tossed—and how to fix them

Common Resume Error

How to Fix It

1. It tells a confusing or vague story

Shape your skills, experience and achievements into a coherent story.

2. Large blocks of text

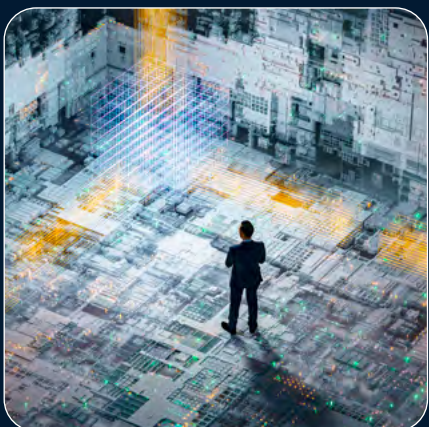
These sections get skipped over. Use bullets, concise language and simple yet clear formatting to ensure crucial information is seen.

3. Inflated job descriptions

Forget the nitty-gritty details and get to your contribution or lessons learned.

4. Skills with no business

Leave everyday workplace skills like Excel and PowerPoint at the front door. Include only relevant, specialized skills to look more qualified.



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