

Resume Health Check

If you need help creating or updating your resume for your job search the Ardent Staffing team of hiring experts is here to help. Call us so we can work on it together or you can get started using this simple health check! Is your resume...

Updated?

- Check that your address and contact information (this should include both a telephone number and email address) are correct. You don't want to miss out on an interview because you've changed phone numbers!
- Make sure that your resume includes your most recent or current employment.
- If you are currently working, you can list the end date for the position as "present" to show that you are still employed.
- If you are applying for a specific position, make sure your resume includes any experience that is relevant to the position. Show a hiring manager that you have the skills required for the job.

Complete?

- Make sure to include, at a minimum, the past 10 years of your work experience. This will give a hiring manager a clear idea of your background and your level of experience.
- Always include each position's start and end dates (month and year). If no dates are listed for a position, a hiring manager won't know if you worked there for 10 days or 10 years!
- Be specific about your accomplishments at previous jobs. For each position, include a bulleted list of your responsibilities in that role.

Accurate?

- Be honest. Never exaggerate or include inaccurate information.
- For many staffing companies, the interview and hiring process includes verifying your work history with your previous employers. Don't be disqualified as a candidate for misrepresenting yourself, even accidentally.

Easy to read?

- Organize your work history in reverse chronological order. List your current or most recent job first and work your way backwards from there, ending with your least recent position.
- Use a simple format, with a standard font like Times New Roman or Calibri in a 10 – 12 size.
- Proofread your resume for spelling and grammatical errors.
- Your resume should be one or two pages maximum, in length. Keep it concise and to the point.
- Don't include personal information that is not relevant to the position – for example, your hobbies, marital status, or any photos.