



tips on building a stand-out resume

At The Help Company, we look at a lot of resumes, and we know a thing or two about what stands out...in a good way, and in a bad way. Below are some tips to help you build your resume.

make it a priority

The first step in finding your dream job is taking the time to present yourself and your experience in a compelling and professional way.

include a “profile” or “objective”

Generic template resumes give us the information, but we want to know about YOU and your objectives. Infuse your personality into the writing and the presentation as much as possible.

highlight your qualifications

Review the job descriptions on our website and be sure to include any relevant education, qualifications, certifications or experience that would help you stand out.

be concise

One line descriptions of your duties at your previous jobs will help the flow of your resume. Avoid long paragraphs and keep the tense of your descriptions consistent.

proofread

Check spelling, grammar, capitalizations and font sizes. And have a friend read it if that is an option.

follow-up

If you haven't received a confirmation email from us, follow-up to make sure that it came through.

We look forward to helping you find your dream job!