Creating the picture perfect resume.

Search consultants and employers have a vision of exactly the type of person they're looking for to fill a position.

When they receive a stack of resumes, they need to be able to quickly weed through the stack to find the candidates that best match that vision. A clear, succinct snapshot of your skills and experience gives the reader the best chance to determine if you are a fit in just a few moments. How do you create the perfect picture of yourself? Rick Maier, one of our search consultants, offers this advice:

Summarize yourself.

In four or five phrases, provide the reader with a perfect snapshot of who you are and what you (can) do. Include years of experience, industries, key roles and competencies and other relevant terms that will show up in online and database searches. (Avoid 'work objectives' — they can quickly eliminate you if they don't match what the employer is looking for).

Provide the perfect snapshot.

For each company, include a brief phrase or one-sentence description of the company. It helps the reader determine if you have worked in roles that match the industry, company size and function of the position being recruited for.

Focus on accomplishments and key results.

Employers want to see how effective you are in your roles so don't be shy about listing your achievements using tangible numbers, percentages and statistics when possible.

Some questions you might answer in five bullets or less...

- What did you do to help the organization advance? (demonstrates commitment)
- What did you create/design/enhance on your own? (shows initiative)
- What did you do outside the realm of what you were asked to do, that benefitted the company? (demonstrates strategic thinking)
- What did you do well and how was it perceived (did it exceed expectations? Did it win an award?)? (demonstrates core competencies and strengths)
- How did you help your direct reports be more effective in their roles? (shows leadership)

Format your resume wisely.

- Even if you're a seasoned professional, try to keep your resume to two pages. Only include what's relevant to positions you might apply for.
- Chronological is still best, regardless of your work history.
- Functional resumes are harder to decipher whether someone is a good fit or not.

Proof-read it!

Spelling and other grammatical errors are never overlooked. This topic generated quite a bit of discussion around our office, given each consultant's personal preferences. But one preference is constant: your resume is a mirror reflection of you. Make it shine!

Don't forget social media.

Apply these tips to your LinkedIn page. New sourcing methods indicate that this is the easiest place for a potential employer to identify your work.

The bottom line?

A resume should be clear, succinct and easy to read with only the most relevant information included, to create the perfect 'snapshot' of you.

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