

In terms of building a resume, what are effective ways to keep it concise?

I heard about the "six second rule" but it's difficult to shorten my resume without feeling like I'm leaving out vital information. [#job-search](#) [#resume](#) [#interviews](#) [#resume-writing](#)



Wanita J.

Student | Richmond, Virginia | 541 Karma | 5 Questions

A: The best advice I got was to make sure that the summary section at the top catches their attention. Basically the employer needs to see the important points in the top half or third of the very first page, if that interests them they will look further. Use action verbs that demonstrate your talents like managed, led, maintained rather than "responsible for". *When possible quantify your actions, for example "led a project developing for a \$50,000 contract" - employers like numbers and percentages.* -Carol Walker

How is best to make your resume stand out when applying for a job or internship? Should your skills or education go on top.

I am Junior in Queens College majoring in Psychology with a minor in Honor Business and Liberal Arts. [#career](#) [#management](#) [#career-counseling](#) [#marketing](#) [#career-choice](#) [#marketing-and-advertising](#)



Rachel B.

Student | Cedarhurst, New York | 1116 Karma | 21 Questions

A: I suggest putting your education first. Companies want to see where you are being taught at. Include your GPA (if you don't put your GPA, reviewers may assume that you do not have one ; if your GPA is not too high, be sure to elaborate on your past experiences and skills. After Education, put any relevant work experience with transferrable skills that can be applied to the job you are applying for. If no relevant work experience, put relevant coursework/project work in the education section to highlight that you are familiar with various topics through studying them in class. After work experience, put in any extracurricular activities that you are a part of/leadership positions you hold/held. Companies like to see a well-rounded person. - Jason A. Wu

What are the most important aspects of a resume?

I've recently made my resume for future opportunities and I was wondering, what are the most important parts. Other than experience, education, and interests, what should I include to make my resume good?



Prithvi A.

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A: What stands out to me as a reviewer is a resume that uses the kinds of words we use as a firm in the job description and suggests that the applicant has thought about how their skills and experience fit and make them the best candidate for this specific opportunity (not any opportunity). Secondly, describe the impact / results of the various activities in your work experience...don't just list off a string of tasks you completed. How did those tasks help the company? Did you do it faster? Did you do it better? Did you save the company money? Think about answering those types of questions when describing the impact you had through your work. -Geoffrey Lennon