The do's and don't's for an efficient resume

👍 DO

✓ When a job opportunity arises, you got to be ready! **Maintain your information up to date** (phone, address, email, dates of contract...), your search criteria (full/part-time) and your availability.

✓ **Opt for a reverse chronological order** to describe your education and experience: the most recent elements should come first.

✓ If your resume is well oriented, your chances to raise the recruiter's interest are increased. **Use precise and non-standard keywords to describe your skills and tasks, in relationship to the position** you're applying to.

✓ IT and language skills are good advantages for many positions. Mention the softwares you master and your mother and foreign tongue(s) with your level, **and above all be honest with yourself.**

✓ A resume should be short, 1 or 2 page(s) on average. **Write a link to your LinkedIn profile** for the recruiter to have more information about your profile.

👎 DON'T

✗ Recruiters can easily check what you have written on your resume. **Don't lie and don't be too vague.** A lie could trigger a tricky situation and could prevent you from being selected for the job.

✗ A resume is a like a business card. If you add a photo, **don't choose a picture that would be too personal, add a professional photo instead**. The employer needs to be able to imagine you in the position and in the work environment.

✗ A resume must be analysable in a few seconds. **Don't write it with long sentences.** Use keywords instead, describe your tasks with bullet points and choose a pleasant visual aspect, while using the specific vocabulary from the industry you're applying to.

✗ Don't let the recruiter know you too deeply and personally. **Don't list non relevant hobbies or personal information.**

✗ Your information on the resume must be clear and specific. To describe your level of language, **don't use unclear terms but the European reference** (A1 to C2) instead.

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