

6 resume tips recruiters say actually get you hired

You've got the experience and skills, but your resume isn't [opening doors](#). If you're feeling frustrated, you're not alone-and here's the good news: Small changes make a huge difference. These resume tips to get hired are simple upgrades that take minutes to add but can dramatically boost your chances of landing an interview. Best of all, they won't cost you a penny-no expensive resume services needed. Whether you're re-entering the workforce or ready for your next opportunity, here's what actually works.

Stamp your 'brand'

On a separate line between your name and contact information, insert a short title that states your position or field, such as registered nurse, veterinary technician or accounts payable. "This can be a simple but effective way to brand yourself to employers, especially if your goal is to stay in the same or a similar type of role," says Priya Rathod, Indeed workplace trends editor. Switching industries, say, going from accounts payable to event planning? Skip this line so you aren't locked into your old field.

Introduce yourself

Beneath your contact information, skip a line, then write a short professional summary of two to four sentences. "Think of it as your virtual introduction or elevator pitch," says LinkedIn career expert Catherine Fisher. A strong, brief summary showcases your years of experience, core areas of expertise and one or two standout skills or accomplishments that differentiate you. "It's especially helpful if you're making a career pivot, re-entering the workforce or transitioning industries," Fisher adds. Your summary allows you to connect the dots for recruiters and explain how your transferable skills align with the jobs you're pursuing.

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Name your top abilities

Under your professional summary, consider including a "key skills" list featuring three to six bullet points. "This is where you highlight skills that align with the job description and that position you as a competitive candidate," says Fisher. Try to combine a mix of hard skills (technical know-how, like software or tools you use in your field) and soft skills, which reflect how you work, like "managing multiple **priorities in busy environments.**"

"Recruiters are scanning quickly, and a clear snapshot of your strengths makes it easier for them."

Tout your memberships

After your professional summary, you'll share your [work experience](#) and education. But you don't have to stop there. Beneath that, you can add a professional memberships area for career-related groups you belong to. These might be places where you connect with others in similar roles, take workshops or stay up to date on best practices. "When a hiring manager sees a relevant, well-recognized association, it can signal that you're committed to your field, staying current on industry trends and actively engaged in building industry connections," says Rathod. Don't belong to any groups right now? Search for "associations" plus your job type, then consider joining. You can list it right away along with "active member," no matter how new you are.

Call out community work

If you've contributed your time or expertise to nonprofit organizations, events or schools, you can put it in a "volunteering" section. But try to connect it to the job you want, for example, instead of writing that you "helped at a fundraiser," you might say you "managed check-in and coordinated a welcome buffet for a 200-person event." "Volunteer experience strengthens your résumé when you show how it translates to skills needed in the position you're applying for, and your ability to see through projects and make real impact," says Fisher.

Emphasize ongoing growth

Another section that can help you stand out is professional development, says Fisher. This is where you spotlight recent certifications, classes or training you've completed, such as an event-planning workshop or a veterinary office software course. "Demonstrating that you're actively learning sends a strong signal," she says. It says you're engaged and ready for what's next in your role.