

## **Creating the Perfect Resume to Land Your Dream Job**

Whether you have just graduated from college or have been in the job market for some time, it is likely true that you are gunning for your dream job. It may be in your current industry or it may be in an entirely different sector. Nevertheless, there is likely some distance between your current gig and your absolute dream job.

There is nothing inherently wrong with this—especially if you are a recent college graduate. Nevertheless, you can't expect to automatically get your dream job in the future. It is going to take hard work—both in developing the skills necessary for that dream job and how you market yourself to obtain that dream job.

When you are on the cusp of getting that dream job, one thing that can give you an unfair advantage is having a killer resume. As a snapshot of your skills and prior work experience, a perfect resume can separate you from other candidates. A not-so-perfect resume, however, may make it much more difficult for you to beat out the other candidates.

Therefore, it is helpful to discuss some of the most important qualities that comprise a perfect resume. By understanding these qualities, you can better draft and edit your resume, which will ultimately increase your chances of getting your dream job.

### **The Qualities of Perfect Resumes**

One of the most important qualities in this discussion centers on *catering your resume to the dream job you are seeking*. Most candidates simply use a default resume they created several months or years ago and submit that resume to every job they are targeting. This is the wrong approach. Not all jobs or companies are created equal. Even though you may have a certain set of skills in one area, it doesn't mean that your target employer is going to give extra weight to them.

Therefore, when creating your perfect resume, make sure to highlight the skills and experiences that are relevant to your target employer. And if you don't have those relevant skills and experiences? Use what you have and do your best. Show how your background makes you an intriguing candidate for your dream job. This may require some extra thought on your part, but it can be done.

Next, *include specific examples of your work*. You don't want to rely on lofty platitudes or extremely vague descriptions of your experience. Instead, you want to show your target employer how you specifically created value within your current organization. With these specific examples, use action verbs. Try to show off hard statistics or numbers (like how a

certain project spearheaded by you resulted in some percentage of growth per year). The more specific, the better.

From specific examples of your work, you will next want to ***make your resume simple and concise***. Unless you have a specific reason to veer from this rule, you should always keep your resume on one page. Ensure that the resume is easy to read and is extremely clean. Stick with Times New Roman twelve-point font (or an equivalent). Rely on bullet points and keep those bullets as clear and concise as possible.

In all likelihood, a hiring manager is reviewing hundreds (or even thousands) of resumes for your dream job. Make it easy for him or her to review your qualifications by making your resume extremely easy to read.

Finally, a perfect resume ***doesn't have any typos or grammatical errors***. This is a simple rule, yet you would be surprised at how many people don't follow it. Even one typo or grammatical error shows that you don't pay attention to detail. Overall, it is a bad look that you absolutely want to avoid. To help, feel free to ask a friend or colleague to review your resume for typos or other simple errors.

### **Landing That Dream Job**

You can definitely land your dream job. It isn't impossible. That said, it is going to require commitment and hard work.

Along with developing the skills and experiences relevant to your dream job, you will need to pay close attention to your resume. Follow the advice above and don't hesitate to work on multiple drafts. Ultimately, by putting in this hard work and ensuring that your resume is the best representation of you, you will substantially increase your chances of landing your dream job. Best of luck!