Resume Do's & Don'ts: 2023 Edition

Did you know that Tuesday is the best day to submit your resume, according to hiring managers?

So many factors impact your ability to get noticed in this job market: the speed at which you apply, your credentials, your network, the number of other applicants, etc. In 2023, trends like rage applying, quiet quitting, and career cushioning are hot topics amongst hiring managers as professionals simply try to brace for a recession or navigate recent layoffs.

It's a lot to keep up with and still feel motivated in your job search.

Let's make it simple.

Your resume is more than just a ticket to a job interview. It's a summary of your achievements. It's *proof* that you've made it this far and a reminder that you did it all on your own. It's a confidence-builder and a roadmap to securing a job...maybe even one that you love.

No matter what your industry, seniority, or goals, a resume can add value and perspective.

What's "Out" for 2023?

1. No more full addresses

It's 2023 - do you want strangers on the internet to see your home address? Not only is this a privacy risk as resumes zip back and forth across the internet, but featuring too much personal detail can cause unconscious bias in the mind of the hiring manager. They might have associations with your neighborhood, whether you live in an apartment or a house, etc. Instead, stick with city/state if you feel it's important to the role.

2. No more than two pages

According to Indeed, readers spend 6-7 seconds reviewing your resume. It's not worth the risk putting something important to you on a third or fourth page. At the same time, there are no longer strict expectations around having a one-page resume for anyone with more than ~7 years of experience. Two pages is your best bet if you have significant experience (as concisely and cleanly as you can).

3. No references on the resume

Your references are precious - treat their contact information with care and leave it off your resume. Instead, for jobs that specifically ask for references, create a stand-alone sheet (using the same formatting and header as your resume) with your references and contact information. This keeps your resume focused on you, presents a consistent personal brand, and protects the privacy of your trusted contacts.

What's "In" for 2023?

1. Say yes to color & design

Resumes are primarily digital documents. When was the last time you read a website that had zero color or design elements? Our eyes are trained by the material we see on a daily basis - we *expect* resumes to look good.

Design can be quite subtle, especially important if you are in a more conservative field like finance, healthcare, or law. Color theory dictates that blues and greens are calming and professional, while red is strong and fiery. Go with what suits your role - and don't forget about grey! Even simple shading and lines can create interest to separate you from the rest.

2. Beat the machine with readable info

Ok, you've found the prettiest resume template on Canva or Etsy - but you're not getting any responses. It might be because your document isn't readable by the simplistic job applicant tools that hiring managers rely on at most companies. Without these tools, companies would never be able to process the hundreds of applications they receive. These tools parse data for keywords, years of experience, contact information, and more. However, they can't read everything - they don't "see" images, text boxes, headers/footers, charts or graphs, tables, and non-standard fonts.

Stick with columns, lines, shading, and universal fonts to format your resume - you can do a lot within Word or Pages to produce a beautiful, readable resume.

3. Stand out with precise language

Buzzwords, be gone! How many times do you think your hiring manager has read that someone is a "problem-solver" out of 200 applications? For 2023, read your resume with a ruthless eye. Here are the 3 B's for resume writing perfection:

1. **Banish buzzwords.** There are many helpful resources online for identifying buzzwords (here is one from Monster). To amplify your impact, choose action-oriented verbs to spice up your language. Check out this comprehensive list from CareerCloud for ideas.

2. **Be specific.** Quantify, quantify, quantify! You increased sales - by how much? You mentored teammates - how many? When you can't quantify, *qualify* impact with the end product (the "why it matters") of your effort.

3. **Begin with results.** Many coaches will tell you to formulate examples for your resume with the situation - action - result format. This is a great exercise for resumes and interviews alike. My suggestion is: when you write it down, lead with the result.

For example, take this accomplishment: *Sam set up meetings with clients, researched data, and wrote proposals which ultimately led to 15% more sales.*

Leading with the result, it becomes: *Sam delivered 15% more sales by setting up client meetings, researching data, and writing proposals.*

Hear the difference? It's subtle, but powerful.

In summary, 2023 is the year to modernize your resume for a competitive and fast-paced job market.

Remember:

- Hit the high notes and important keywords.

- Make sure it feels authentic to you with language and style.

- Keep it short and easy to read.

With these tips in mind, opportunities will emerge. Good luck!

Feeling overwhelmed at the thought of writing a professional, authentic resume while working, spending time with family, and living fully? Hire a professional to help update your resume. For a personalized 1:1 review, head to www.TuesdayResume.com.