

How to Shorten Your Resume Without Losing Value

COURSERA PROMO

I want to tell you about something exciting happening in the Central Region right now! The Central Region Job Centers have joined forces with The Missouri Department of Higher Education & Workforce Development and Coursera, to offer over 4,000 cutting-edge courses free to Missourians.

Coursera, the world's learning platform, is providing Missourians with a transformative learning experience that empowers citizens to gain skills and help them with career development.

Coursera can help you: learn in-demand skills in subjects like technology and business that prepare you for today's job opportunities; enjoy interactive learning experiences and be a part of Coursera's global learning community. Course videos, readings, and assignments are multi-language; work at your own pace with Coursera's bite-sized sessions and self-paced learning model. You can download the Coursera mobile app to learn new skills anytime, anywhere; and earn university-accredited certifications from leading global institutions that can help boost your resume.

The application process is pretty simple. You'll fill out a short inquiry form and a Central Region Job Center team member will then contact you to determine eligibility and begin enrollment. Once enrolled, Coursera will send you an email within 2 business days, then you can register for free online courses and complete courses at your own pace.

To learn more and apply today, visit cwdregion.com/coursera.

INTRO

Welcome to *The Workforce Link*, where we're offering forward thinking conversations for the workforce, linking employers and job seekers to a brighter tomorrow. I'm your host Sundi Jo Graham and I'm glad to be back with you for another episode today.

Let's face it, our attention spans in today's world are much shorter than they were 10,5, even a couple of years ago. We're consumed by short videos and posts on social media. If we can't say it in the length it takes to write a tweet, no one seems to want to hear it.

This doesn't just apply to social media. Employers and hiring managers want to see shorter resumes, too. If it's more than two pages they lose interest. But, can you shorten your

resume without it losing value? The answer is yes, and we're going to talk on the podcast today about how to shorten your resume without losing value.

REVIEW REMINDER

Before we dive into today's episode though, I have a question for you. Are you enjoying this podcast? If so, would you mind sharing it with a friend or co-worker who would enjoy it as well? Maybe you have a friend who needs to take all the fluff out of his/her resume and needs a little boost of confidence to do so. Thanks in advance for sharing. We appreciate you.

DISCUSSION

Alright.. Now let's dive into today's episode on how to shorten your resume without losing value. You'd be surprised by how many things you can remove from your resume and still make it pop.

Now, we've talked previously on the podcast about the importance of planting keywords throughout your resume, both when referring to hard skills and soft skills. I will link to those previous episodes in the show notes if you'd like to go back and listen. Yes, it's true that less is more, but there's plenty of room for those keywords when you get the other non-necessary items off your resume. And.. too much can be a good thing when it comes to keywords, so we definitely don't want to make that our sole focus.

Here are some things you want to pay attention to when it comes to shortening your resume:

1) RESUME LENGTH

Like I said earlier, 2-3 pages is the max you want to go on your resume, and if possible, I really encourage you to stick with 2. If you have more than 10-15 years of work experience and absolutely must make it 3 pages, go for it, but I would try to condense it.

And really.. That's not even necessary. Most recruiters aren't really interested in anything more than the last 10-15 years of your experience. If you want to share what you've done beyond that, maybe you can fit it into your cover letter, or make it a part of your experience summary.

If you need to explain it more, you can do so in the interview.

2) REPLACE THE CAREER SUMMARY

We actually talked a little bit about this in episode 28 of the podcast, [How to Overcome that Job Gap on Your Resume](#). Share a short summary of the problems you have and plan to solve for the company you're applying for.

3) GET RID OF SOME BULLET POINTS

Though bullet points are great because they get straight to the point, pardon the pun, too many can become overwhelming when reading. Try to limit bullet points to a maximum of 5 in each job role if possible.

Also, keep your bullet points limited to no more than two lines of space. If you can't explain it in less than that, consider turning it into a bullet point.

4) CUT OUT UNNECESSARY WORDS

Delete any words that are repeated and cut out words you don't need. Read over your bullet points, then read again.

5) USE ACTION VERBS

You want to use words that have energy in them. For example, maybe you led the top sales for 3 months in a row. That's great, but wouldn't it be more exciting to say that you strategized new ways to offer excellent customer service to your clients, resulting in three consecutive months of top sales performance?

PROMO - WORK-BASED LEARNING

Do you want hands-on experience as you decide what career you want to pursue? Through on-the-job training, work experiences, and apprenticeships, Central Missouri Job Center staff are ready to help set you up for success today!

Learn more about our on-the-job training program, an excellent opportunity to get hands-on experience from an employer while earning a paycheck. It's a win-win for everyone. Employers get the workforce they need and you get the experience you need!

Or there's our Work Experience Program, available to job seekers August 14-24 who have little or no past work experience. This provides the opportunity to meet with prospective employees while also taking advantage of critical workplace training. Gaining work experience gives you the needed work background to secure future jobs.

And don't forget about our Registered Apprenticeship opportunities, which is an alternative "earn while you learn" combination of training and employment. Apprentice workers gradually earn more as they reach higher levels of productivity. In addition to rewarding performance, a Registered Apprenticeship combines employer-driven, job-related instruction with extensive on-the-job learning under the supervision of a trade professional. After completing a Registered Apprenticeship, the apprentice receives a nationally-recognized occupational credential that communicates the standards and high level of training that their employer provides.

To learn more about our work-based learning programs, visit cwdregion.com/learning today and find the Central Region Job Center near you!

DISCUSSION CONTINUED

6) REMEMBER THAT NUMBERS TALK

So, we just talked about using action verbs, and now we can take it one step further by implementing numbers into our achievements. Let's not just tell the hiring manager we had the top sales for 3 months. Let's tell them how much revenue we brought in for the company.

7) CHECK YOUR FORMAT

Most updated Microsoft Word formats are a great starting point, but make sure you have specific formatting styles to get the hiring manager's attention.

Use a clean, 11-18 pt. font. My favorite personally is Calibri, but Arial is a good one too. And don't change your margins in order to fit more on a page. This makes it much harder to read, and if someone has to work harder to read your resume, they're probably not going to.

Put your employer name and title on one line. If you've held more than one position with the company, you can use separate lines, or consider separating the titles with spacers, but on the same lines.

8) FOCUS ON THE RESULTS

Your achievements matter. As we talked about early, numbers are important, because they help paint a picture of your achievements. But remember to do so without adding a bunch of words that aren't needed.

Here's an example:

Managed multi-million dollar fast-food restaurants, increasing productivity and customer service, and reducing employee departure and operating costs by working with staff to create a healthy and fun working environment.

So, here we have two lines of one bullet point and we want to shorten that to two lines. What if we shortened it to:

Worked closely with staff to create a fun and healthy work environment, resulting in a 40% retention rate, reducing operating costs by 35%, and strengthening customer satisfaction 60%.

You were specific with your actions and the results.

9) GET RID OF THE EXTRA WORDS ONE MORE TIME

Go back through your resume with a fine toothed comb and check again what words you need to cut out. And ask someone else to look it over for you. Sometimes we can't see things others can because we're too attached to it.

CLOSING

Let's do a quick recap of what we covered today on how to shorten your resume without losing value.

1. Shorten your resume to 2 pages, 3 at most, if absolutely necessary.
2. Replace your career summary with something that sells both you and what you can offer the company.
3. Condense your bullet points.
4. Cut out unnecessary words.
5. Use action verbs.
6. Use numbers.
7. Check your formatting.
8. Focus on the results.

9. Rinse and repeat. Go over it again.

Remember to keep the skills on your resume relevant to the job you're applying for. Applying for a job that needs different skills than you may have? Great. Reformat your resume to fit. Remember, less is better.

Hopefully this will help you shorten your resume without losing value. And if you need some assistance with your resume, don't hesitate to reach out to one of our Career Consultants at any of our Central Region Job Centers. You can find them at cwddregion.com/jobcenters.

Have a great week, my friend, and we'll meet again in the next episode. Until then.. Remember this... There's always a brighter tomorrow if you're willing to find it.

LINKS IN THIS EPISODE:

[Coursera Courses](#)

[Understanding Soft Skills - Episode 3](#)

[Understanding Hard Skills - Episode 6](#)

[How to Overcome that Job Gap on Your Resume - Episode 28](#)

[Work-Based Learning](#)

[Central Region Job Centers](#)