



# 13 Attention-Grabbing Resume Examples

Lillian Childress December 13, 2016

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We all want a resume that will jump out of the pile into the hands of the HR manager. But how do we craft a resume that is tasteful yet aesthetic, impressive yet not brag-y? Thanks to beautiful templates from [Etsy](#), here are the top resume tips compiled from Glassdoor experts.

The resume that will land you a dream job is:

## 1. Adept at use of statistics

Use statistics to cut down space and [pack a quantitative punch](#). Instead of just saying “worked with many clients,” say “worked with 8 clients per day on a bi-weekly rotating schedule.”

## 2. Simple

Don't confuse your reader with excessive design details, complicated jargon, or a muddled structure. Focus on the significant and relevant information instead.

“Accomplishments are important (see “Highlight Accomplishments,” below), but list no more than five under each position,” suggests [Nicole Cox](#), a Chief Recruitment Officer at

recruiting firm [Decision Toolbox](#). “In general, you’ll want to choose the most significant accomplishments, but also ensure they are relevant to the opening.”

[Related: [Ask a Resume Writer: How Do I Make My Resume More Competitive?](#)]

### **3. Includes soft skills**

Let your future employer visualize your place in the office by including a robust description of your soft skills. [Include](#) traits like leadership, teamwork, communication, and creativity to emphasize your well-roundedness.

### **4. Long**

Surprisingly, a longer resume may [work to your advantage](#) by giving your accomplishments context, showing a glimpse of your personality, and making your stories more robust.

[Related: [What To Put In Your Resume’s “Objective” Section?](#)]



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**5. Contains keywords**

Whether it's an HR recruiter scanning your resume, or an Applicant Tracking System automatically passing through, you want to put relevant keywords on the page that signal your industry know-how and expertise. Anish Majumdar, CEO of [ResumeOrbit.com](http://ResumeOrbit.com) and

regular Glassdoor contributor, [suggests to](#) “take a close look at the ‘Skills & Endorsements’ section of the most visible people in your niche- this is the ‘secret sauce’ of great keywords. Jot down all of the ones which you possess and include them within a ‘Core Competencies’ section of the resume.”

## 6. Displays personal brand

Use snappy adjectives to create a sharp sentence that sums up your personal brand. For example, for a [senior marketing executive](#), Majumdar [suggests](#): “Luxury Retail Marketing expert who can deploy cutting-edge strategies to generate awareness, double-digit profitability gains, and cross-channel cohesion.”

[Related: [5 Steps to Build Your Personal Brand](#)]

## 7. Tailored

Focus on the [relevant details](#) – tailor your [skill set](#) to the specific job you’re applying for instead of always using the same template.

## 8. Clickable

Now that resumes are generally sent along electronically, focus on making yours interactive and [easily clickable](#). Especially focus on including creative work, such as published articles or an online portfolio.



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## 9. Richly detailed

Build in relevant stories and anecdotes gives your resume a more personal flavor than just the facts, as well as captures hiring manager's attention through [stories crafted to resonate with their needs](#).

## 10. Speaks to your intended audience

Identify the needs of the company you are applying to by [researching the company](#) the company, its values, and its history beforehand. For example, if you know the company

puts customer service as a core value, emphasize your customer service experience and skills as a core part of [your resume](#). Within reason of course – don't stretch it too far.

[Related: [Confessions of an HR Recruiter: You Need A Resume Overhaul](#)]

## **11. Proofread**

Spelling mistakes are attention-grabbing in a way that [you don't want](#). Hand your resume to a trusted proofreader to catch any last minute errors.

## **12. Mobile Ready**

Making your resume easier to read for the hiring manager will give you a boost in the application process, regardless of whether or not it's required. Test your resume on multiple devices before finally sending it out.

## **13. Uses an online resume template**

More and more websites are rolling out online tools for resume creation and formatting, from Google Docs to [Etsy](#). Check out [Glassdoor's list](#) of 5 of the best online resume tools available right now.



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