



RESUMES

What does human resources look for in a resume?

Did you know?

The average hiring manager spends 6 seconds reading a resume.

Human resources screen and evaluate multiple resumes received in response to posted positions. You'll want to put your best foot forward with a well-thought-out resume.

A resume should contain:

- Relevant work experience
- Relevant knowledge and qualifications
- Education
- Transferable skills
- Applicable certifications

A resume should be:

- Free of spelling and grammatical errors
- Neat and formatted professionally

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