

# 7 Second Resume Fix



*Recruiters spend an average of just 7 seconds scanning your resume before deciding whether to advance you. That means your resume needs to be clear, compelling, and instantly impactful. Here are 7 quick fixes to make sure your resume stands out!*

1

**Modernize your opening.** Nothing says “I haven’t been in the market for a while” like a street address or the word *Objective*. Here’s what you need:

- Line 1 – Your Name (largest font) + relevant degrees (e.g., PhD)
- Line 2 – Minimal address details (city/state | phone | email | LinkedIn)
- Line 3 – A personal headline (1–3 descriptors, not necessarily job titles) to highlight you.

2

**Create a brief personal summary** (no need to label this section) that highlights who you are and your achievements that demonstrate this. Here’s a sample heading and headline:

## TED LASSO

Richmond, England | +44 123-456-7890 | coachted@goldfish.com | linkedin.com/in/tedlasso

### TRANSFORMATIONAL LEADER | PREMIER SOCCER LEAGUE COACH | MOTIVATIONAL SPEAKER

Relentlessly positive coach with a gift for transforming teams by building trust, fostering resilience, and turning skepticism into belief. **Led AFC Richmond from 20th place to a top-5 Premier League finish** in just two seasons, **increasing win percentage by 65%** through culture-driven leadership. Transformed locker room morale, while fostering a mindset that inspired both players and fans alike.

3

**Be concise.** If you're mid-to-senior-level, two pages is the best length to allow you to showcase impact, while still allowing for readability. A 1 page resume can work as well - particularly if you have < 10 years' experience, or have experience that can easily be briefly summarized. It's acceptable, but not required, to trim experience from more than 12+ years ago. Always keep the focus on how it relates to the job you're applying for.

4

**Format it for easy readability.**

- Font – Choose a nice Sans Serif – Calibri, Arial, Roboto are all good choices.
- White Space – Use margins, spacing, and font size to create a well-balanced layout that fills the page - whether you opt for one or two. A resume that spills onto a second page but doesn't fill it can look incomplete or unpolished.

5

**Demonstrate action.** Start every experience bullet point with an action verb – led, spearheaded, reduced, increased, managed, identified, created, collaborated.

6

**Be specific.** Whenever possible use numbers or specific names to highlight your impact and draw the readers eye. Managed teams of 10+ members, increased ROI 20%.

7

**Be personal.** While it's important to use keywords from job descriptions for the Applicant Tracking System (ATS), this can also genericize your resume. Share real stories in the experience section. What impact did you have? How did you solve problems?