

Good Resume Writing Style

- Remove generic language
 - **No:** “Successfully trained and developed future organizational leaders.”
 - **Yes:** “Developed 10 team members who were promoted into leadership roles.”
- Use active voice, leading off with a verb, avoiding introductory phrases.
- Use quantifiers to show impact, scale and scope.
 - **No:** “Drove significant improvement of customer satisfaction scores.”
 - **Yes:** “Improved customer satisfaction scores by 56%.”

Good Resume Writing Style

- Be specific and meaningful when detailing job descriptions, focusing on key highlights and accomplishments.
No: “**Responsible for management of a team comprised of inside sales reps.”**
Yes: “Managed a team of 25 inside sales reps who consistently exceeded quarterly goals.”
- Ditch the passive voice for action-packed verbiage. Lead with the result.
No: “**Made certain financial controls were in place while streamlining processes, which led to \$10K in annual savings.”**
Yes: “Saved 10K annually by implementing enhanced financial controls.”