

Designing Resumes That Stand Out

**Peyton
Davis**

123 South St. Manhattan, NY
805.555.0123
peyton@example.com
LinkedIn Profile
www.interestingsite.com

ABOUT ME

I am a highly motivated and results-driven sales professional seeking a challenging opportunity to leverage my skills and experience in a dynamic sales environment.

EXPERIENCE

**ACCOUNT MANAGER / VANARSDDEL, LTD.
JUNE 20XX – PRESENT**

Managed and grew key accounts by developing strong relationships, identifying opportunities, and implementing effective sales strategies.

**SALES ASSOCIATE / VANARSDDEL, LTD.
OCTOBER 20XX – JUNE 20XX**

Drove revenue growth through exceptional customer service and strategic sales techniques as a Sales Associate.

EDUCATION

**MBA / SCHOOL, LOCATION
MAY 20XX**

Master of Business Administration degree with strong foundation in business theory and management.

**BA / SCHOOL, LOCATION
DECEMBER 20XX**

Degree in Business Administration with a comprehensive understanding of core business principles.

SKILLS

- Problem solving
- Flexibility
- Communication
- Organization
- Critical thinking
- Collaboration

ACTIVITIES

As an avid networker and people-person, I am passionate about attending industry events, building relationships, and identifying new business opportunities. In my free time, I enjoy reading sales and marketing blogs, researching industry trends, and developing new sales strategies to stay ahead of the competition.

Your resume is often your first impression with potential employers, and in a competitive job market, you only have seconds to capture their attention. Learn how to design a resume that showcases your skills effectively and helps you land that interview.

Here are the essential professional design tips to help job seekers make a strong impression.

Understand ATS Systems

Before a human sees your resume, a robot often scans it.

- **The Filter:** Many companies use Applicant Tracking Systems (ATS) that scan resumes for keywords.
- **Optimization:** To ensure you pass this filter, use industry-specific terms and avoid complex formatting (like graphics or heavy tables) that might confuse ATS software.

Choose the Right Format

Structure your experience in a way that best highlights your strengths.

- **Select a Format:** Select a format that best represents your experience level.
- **Chronological:** Chronological resumes work well for experienced professionals with a steady work history, as they show career progression clearly. Functional resumes may be better for career changers.

Professional Layout

A cluttered resume is a rejected resume.

- **Clean Design:** Use a clean, professional layout with consistent margins and spacing.
- **White Space:** Avoid cluttered designs that distract from your content. White space is your friend; it makes the document readable and inviting.

Typography Matters

Legibility is key. If they can't read it easily, they won't read it at all.

- **Font Choice:** Choose readable, standard fonts like Arial, Calibri, or Times New Roman.
- **Sizing:** Use font sizes between 10-12pt for body text and 14-16pt for headings to create a clear hierarchy.

- **Limit Styles:** Limit yourself to 2-3 font styles to maintain a cohesive look.

Quantify Achievements

Vague claims don't impress recruiters; data does.

- **Use Numbers:** Use numbers to demonstrate impact.
- **The Difference:** Instead of saying "Increased sales," say "Increased sales by 35% through targeted marketing campaigns". This provides concrete proof of your value.

Strategic Keywords

Speak the language of the job description.

- **Relevance:** Incorporate relevant keywords from the specific job description naturally throughout your resume.
- **Dual Benefit:** This helps both ATS systems and human recruiters identify you as a match immediately.

Contact Information

Make it easy for them to reach you.

- **Placement:** Place your contact information prominently at the top of the page.
- **Details:** Include your full name, phone number, professional email address, and LinkedIn profile URL.

Tailor for Each Job

One size does not fit all.

- **Customize:** Customize your resume for each position you apply for.
- **Highlight:** Highlight relevant experience and skills that specifically match the job requirements, rather than sending a generic document.

Proofread Carefully

Attention to detail is a skill; show it, don't just say it.

- **Zero Tolerance:** Spelling and grammar errors can eliminate you from consideration instantly.
- **Review:** Have multiple people review your resume before sending it out to catch mistakes you might have missed.

Conclusion

A great resume is a blend of strong content and smart design. By following these principles, you ensure your resume not only gets through the automated systems but also leaves a lasting, positive impression on the hiring manager.

© 2023–2026 [Mahfuj Ibn Mijan](#) All Rights Reserved.