



Resumes that work

*Quantum's guidelines for
creating a standout CV*

explore what's **possible**

How recruiters really read resumes

It's true. Most employers spend less than one minute scanning a CV.

The following guidelines outline how to position yours for instant impact.

01 — **Customize** for every application

Generic resumes are instantly obvious. Instead, tailor every application to the role you're applying for. Employers look for direct relevance, not broad coverage.

Focus on:

- Identifying the skills and experience the employer is after.
- Adapting your resume accordingly.
- Including keywords mentioned in the job ad to grab the employer's attention.

02 — **Lead** with impact

The top third is the most important part of your CV.

Skip the objective statement and open with a powerful summary of what you bring to the job. Write a profile that captures your unique professional brand: highlights your strengths, years of experience, relevant skills, etc.

03 — **Choose the right CV format**

Showcase what makes you an amazing candidate upfront. Check out our **Resume Styles** document to see if a chronological or functional CV highlights your strengths best.

04 — Keep it **concise**

Concise resumes get read. Overwritten ones get skimmed or skipped.

DO

- Use bullet points with outcomes
- Start statements with action verbs

Avoid

- Dense paragraphs
- Listing every task you've ever done

Remember--details belong in the interview, not the document.

05 — Present your information **strategically**

Your resume is a marketing piece. It must be attention-grabbing, easy to read, and professionally presented. To achieve this:

- Limit your resume to a maximum of two pages
- Bold company names, job titles, and dates
- Exclude personal information (e.g., birth date, marital status)
- Use a clean, visually appealing layout with consistent fonts and spacing
- Add subtle colour and simple graphics (e.g., icons) where appropriate
- Avoid photos as they are discouraged, except in some creative fields
- Review sample resume formats online--explore Canva for free templates



06 — **Review with a friend**

A fresh pair of eyes will likely catch small errors and, more importantly, offer an objective perspective. A reviewer who knows you can help identify strengths you didn't realize you have, pointing out additional ways to help you shine!

07 — **Apply selectively to job ads**

Rather than applying blindly to hundreds of ads, focus your efforts on those that are a true fit. Fishing for everything often results in catching nothing--which is both a time waster and confidence drain.

Use that time to craft strong applications to positions you're genuinely excited about and that align with your goals, qualifications, and experience.