

After forty years of hiring Greenville's top talent, the experts at Godshall staffing have learned a thing or two about what a great resumes. We have put together our best advice to help you write a resume that will get noticed and get results.

- Keep it simple! Don't go overboard with fonts, borders and colors. Use plain, readable fonts, like Times New Roman, and simple bulleting to highlight skills and accomplishments.
- Use a professional email address and answering machine message. You want to come across as a professional. Silly or inappropriate email addresses or voicemail messages will do just the opposite.
- Start your resume with a candidate summary instead of an objective. Objective statements tend to be too specific or too general. A candidate summary gives the employer just what they want. It is a concise statement that shows your skills and potential value to employers.
- A chronological resume is preferred by most employers. It is critical to not just list your experience, but give the company names and the dates you worked there.
- Be sure to include you software skills and industry related acronyms that may be required for a position. Some employers may only scan your resume, so you want to be sure they take notice of all of your skills.
- Forget the old advice that a resume should only be one page. It is fine to use two pages, just be sure that you are not using the extra space to give too much information.
- Design you resume to get the interview. It is not necessary to put every detail of you accomplishments on the resume.