

# Strategies to Condense the Length of Your Resume



A concise and well organized resume is often more impactful and reader friendly. While it's important to include relevant information, lengthy resumes can overwhelm recruiters and hiring managers. Here are effective strategies to condense the length of your resume while maintaining its quality and impact:

## 01 Prioritize Relevant Information

Focus on your most recent and relevant experiences. Limit your work history to the last 10-15 years or the positions most applicable to the job you're targeting. You can group older jobs that are relevant under Other Experience and just include Title, Company, Dates.

## 02 Create a Summary or Profile or Don't include a statement

Instead of a lengthy objective statement, consider a brief summary or profile section that highlights your key qualifications, skills, and career goals in a few sentences.

## 03 Use Concise Language

Be clear and concise in your descriptions. Eliminate unnecessary words or repetitive phrases. Use action verbs to convey your achievements succinctly.

## 04 Quantify Achievements

Replace vague descriptions with quantifiable achievements whenever possible. Use numbers to demonstrate the impact of your contributions.

*Example:* Change "Managed a team of employees" to "Managed a team of 10 employees."