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Ask the Career Coach

Written by Lisa Guard,
Career Coach



My resume is four pages long but so is my work history. How can I shorten it?
-Diane

Dear Diane,

It can be challenging to trim a resume down to one page especially if you have many years of experience. Prospective employers are likely to overlook key information if they have to spend a great deal of time and effort searching through irrelevant information to find it. Fortunately, technology has made it possible to customize resumes quickly and easily. When preparing your resume, be sure to highlight only the experience, training and education that are most relevant to the position(s) for which you are applying. By using the proper resume format and eliminating irrelevant experience you will reduce the size of your resume and more effectively communicate information that will be of interest to a specific prospective employer.