

5 Tiny Tweaks to Make Your Resume

Land More Jobs in 2026

The resume basics? They haven't changed.

Clear, scannable, aligned with the role you want.

But the job market has.

Layoffs have flooded every open role with overqualified candidates. Most of them are still using a resume playbook that's two years out of date.

If you're not adjusting for how hiring teams and ATS systems actually screen applications right now, you're getting filtered out before a human ever sees your name.

That's exactly why small, strategic updates, the kind that take 5-10 minutes, can have an impact on whether you make it to the next round.

Here are 5 of the most effective ones:

Standardize your job titles

This is one of the most overlooked, but easiest resume fixes.

Some companies use vague, internal, or "creative" job titles that don't translate well outside that organization. If your previous role was something like:

- Operations Associate
- Project Support
- Brand Evangelist
- Team Coordinator
- Marketing Specialist
- JAVA Rockstar

...it's difficult to tell what you actually did.

Both ATS systems and recruiters search for standard role language.

If the job description says Growth Marketing Manager and your resume says Growth Ninja, you're making it harder for both the software and the recruiter to connect the dots.

You are absolutely allowed to standardize your title *as long as it accurately reflects the work you actually performed*.

This matters because job titles are one of the first things both ATS systems and hiring teams scan for.

Some changes to make:

- Growth Ninja → Growth Marketing Specialist
- Secretary → Executive Assistant
- Webmaster → Web Content Manager
- Client Relations Officer → Customer Success Manager
- Bookkeeper → Accounting Specialist

Make it immediately obvious what function you worked in, what level you are, and how your experience aligns with the role you want next.

Add a role-aligned headline under your name

This is one of my favorite “small change, big impact” resume edits: at the top, right under your name, add a short headline that clearly positions you for the role you want.

Think of it as a mini professional summary in one line.

For example:

Georgia Matthis

Performance Marketing Manager | Paid Social, CAC Optimization, Funnel Growth

Or, even better, add a relevant achievement that aligns with the KPIs (success metrics) in the job description:

Georgia Matthis

Growth Marketing Manager | Reduced CAC by 28% | Scaled paid acquisition across 3 channels

This does two things immediately: helps the recruiter understand your value fast and positions the main job-related keywords at the top of your resume.

This matters because recruiters often spend only a few seconds on the initial scan. A strong headline gives them context before they even get to your experience section.

Remove outdated filler sections

Hot take: some resume elements simply don't belong in 2026 anymore.

Things you can safely remove:

- **Objective statements:** If your objective statement is generic: “Looking for a challenging opportunity in a dynamic company where I can grow my skills”, it doesn't tell the employer much. Use that space for a stronger headline or value statement.
- **“References available upon request”:** Hiring teams already assume you'll provide references later in the process.
- **Full street address:** City + State is more than enough. If you're looking for remote roles, Remote | Open to hybrid works fine too.

The rule here is simple: if it doesn't help you get shortlisted, it doesn't need to be there. You have limited space on your resume, so fill it with things that matter, like accomplishments and skills.

Add keywords from the job description naturally

You want to include keywords from the job description on your resume, no doubt about that.

Keywords help both ATS systems and recruiters quickly understand that your experience aligns with the role.

Wrong tactic: stuffing your resume with keywords just for the sake of ATS matching.

If a job description repeatedly mentions phrases like “marketing campaign”, “dashboards”, or “cross-functional reporting”, those terms tell you how the company defines success in the role.

When those same phrases genuinely reflect your experience, you want them to appear naturally throughout your resume.

Instead of forcing them into your summary or placing them in random spots, weave them into your bullet points where they describe the real work you’ve done.

Weak: Responsible for marketing campaigns and reporting

Better: Ran and optimized multi-channel campaigns and partnered with Sales on cross-functional reporting using SQL dashboards

See the difference? The second version sounds a lot more specific and powerful. It also helps the ATS recognize a match much easier.

Rewrite weak verbs and passive phrasing

I love doing this exercise with candidates.

A lot of resumes tend to be filled with weak, passive phrases like:

- responsible for
- helped with
- assisted in
- worked on
- was involved in

Use them and you’ll be selling yourself short because these phrases hide ownership and impact.

Replace them with verbs that show action. Think: “Did I do something, or am I just describing my job?”

Instead of: Responsible for social media

Use: Managed social media campaigns across LinkedIn and Instagram

Instead of: Assisted in store organization

Use: Organized store displays and merchandise layout

Make only this small change and your work will immediately sound more direct and results-oriented.

Here are a few strong verbs I recommend, divided by category:

- **Leading:** led, managed, directed, coordinated, supervised, owned
- **Creating:** built, created, developed, designed, launched, implemented
- **Improving:** fixed, optimized, reduced, increased, enhanced
- **Analyzing:** evaluated, assessed, identified, researched, measured

Whenever possible, pair the action with an outcome.

For example: Streamlined invoice processing, reducing turnaround time by 20%

That's much stronger than: Responsible for invoice management

Tiny wording changes like this can completely change how senior and impactful your experience sounds.

This step is actually where AI tools can help, even general ones like ChatGPT or Claude.

If you want extra support, Big Interview's [Resume Builder](#) can help you tailor your resume to a specific role, strengthen your wording, and naturally incorporate the right keywords from the job description without sounding generic.