



Reliable Resumes

Overview

Resumes are the first impression on a job application, detailing to a search committee who you are, what your area of expertise is, and your strengths. Using the following tips, you can create a reliable resume that makes each item count and puts you one step forward to an excellent first impression.

Reliable Resumes Are...

Tailored

- While a “one-size fits all resume” would be convenient, a tailored resume allows candidates to showcase specific experiences or skills a search committee is looking for.
- Create a “master resume” with a master list of experiences to pull from to create a tailored resume.
- Use specific time frames and outcomes to quantify experiences and skills. For example, “June 2023-September 2024” or “Creation and distribution of 5-page weekly newsletter”.

Consistent

- Ensure all verb tenses in position descriptions are past tense.
- Evaluate descriptions to ensure they are consistent to the experiences-don’t exaggerate.
- Be detailed oriented to fonts (use only one or two), formatting and spelling.

Holistic

- Add your LinkedIn profile.
- Incorporate relevant volunteer and service opportunities.

Concise

- Recommended two pages
- Simple, accessible and easy to read formatting.
- Use bullet points over paragraphs.

Living Documents

- Resumes should be updated regularly with experiences.
- As peers, professionals in the field or friends to evaluate your resume after updates.

Reliable Resumes Are Not...

Full of Jargon

- The use of industry jargon can make a resume inaccessible to a hiring team.



- Ensure acronyms are spelt out for the first use.

Personal

- Do **not** include demographics data or other personal information (such as date of birth)
- Do **not** include a picture.
- Do **not** discuss yourself in the third person.
- Do **not** add hobbies.

Condensed

- Be sure to include all relevant experience.
- Showcase the scope of all your achievements, not merely recent ones.



Source

University of Colorado Boulder Human Resources. (2021, March 25). *Resume Tips*. Career Development. January, 2024, https://www.colorado.edu/hr/sites/default/files/attached-files/resume_tips_3-25-21_-_with_logo.pdf.