



Resume Tips & Best Practices

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Writing the Resume

Tailor your resume for the job to which you are applying.

- Use the job posting and the employer’s website as sources for tailoring your application materials.

Highlight how your experience qualifies you for the job to which you’re applying.

- Always be honest – don’t exaggerate your qualifications!
- Consider volunteer experience, organizations you participate in, or personal accomplishments that relate to the job.
- Whenever possible, quantify your experience to show the scope of your achievements and duties.
- ✗ **Do not** refer to yourself in the third person.
- ✗ **Do not** use obscure industry jargon.

Be detail-oriented.

- Include job title, company name, company location, and dates of employment.
- For dates, you can use both years of employment, and months + years (if it is relevant, such as with an internship).
- ✗ **Do not** add personal information such as date of birth, gender, and ethnicity.
- ✗ **Do not** add hobbies, unless they are relevant to the job.

Use verbs in your job descriptions!

- Highlight the actions you took and achievements.
- Former job duty verbs should end in past tense and you should use present tense for your current job duties.



Formatting the Resume

Use a consistent format so it is easy to read.

- × **Do not** use multiple fonts.
- × **Do not** add your picture.

Be mindful of your page limit!

- Generally a resume should be two pages (some employers may accept more) for positions with which you are highly qualified, and one page if you are early in your career or have limited experience in the field.
- × ...That said, **do not** condense it to one page if you have valuable experience that requires another page!

Use bullet points instead of paragraphs.

- Use bullet points for listing descriptions of your accomplishments, skills, and duties – instead of writing the information in paragraphs.
- Limit bullet points to 5-6; if you have more, consider creating sub-sections.
- Make sure to prioritize each list from most important to least important and feel free to use applicable language from the job posting to show how your experience matches.

Editing the Resume

Always spellcheck, but double-check the spellcheck too.

- Review your resume for verb tenses.

If using acronyms, be sure to spell it out the first time.

- ...especially if they are company- or industry-specific.

Ask professionals in your profession, a career advisor, or grammar-savvy friend(s) to review.

- The more eyes on it, the better.

Save your resume as a .pdf and double-check it before uploading!

- This ensures formatting integrity.

Pro-Tips

Your resume is a living document; make sure to keep it updated!

Create a repository resume that includes all of your experience.

- You can pull information from your repository resume to create individualized resumes specific to the jobs to which you are applying.