RESUME TIPS

Tell a Career Story

Resumes should tell a clear and compelling story of accomplishments, challenges faced, actions executed, and results achieved. It is not an exhaustive list of duties and responsibilities. Show how you help provide services, create products, develop processes, and manage procedures.

Lead with Strengths

Be sure to present your top strengths and competencies in your career summary or profile statement. In your work history provide evidence of your capabilities.

Speak their Language

Address the requirements in the job posting. Use keywords that match the requirements with your experience and expertise. There is no such thing as one resume for all situations, write for the specific position.

Connect the Dots

Lead the reader. Make the copy flow, use sections to present similar information. Be concise and avoid unnecessary words. Include quantifiable terms, numbers, and percentages to paint a portrait of your ability to get results.

Deliver as Requested

Follow instructions precisely when submitting your application, resume or cover letter online. Most companies use a computer to scan candidate information. Do not deviate. Submit in the format requested, Word, pdf, copy and paste, fill-in the form, etc.

NEED ASSISTANCE?

Resume & Career Services offers help positioning your value to create modern resumes written for Hiring Managers and the ATS computer scan.

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