

RESUME TIPS

BASIC OUTLINE



Keep It Clear & Concise

Tailor your resume to the position you are applying for. Try to limit your resume to one page, if possible, but if you have extensive experience, a longer resume may be appropriate if the content is relevant, and the objectives are clearly stated.

Present In Reverse Chronological Order

List your most recent work experience first. In the "Accomplishments" section, list your most relevant and notable accomplishments first.

Keep Formatting Consistent

Make sure your font, margins, bullet points, and tabs are all spaced and stylized in the same format. Use horizontal lines and headers to differentiate between sections. Use ink colors that are readable and not distracting (e.g., black ink).

Include Descriptive & Detailed Bullet Points

Use clear and concise language in bullets. Remain consistent with the tense. (Use past tense for previous roles and current tense for current role.) Highlight accomplishments and outcomes of the activities you led or supported (e.g., "Increased retention by 10%").

Remain Professional & Accurate

Ask multiple people to review your resume to ensure it is absent of typos, reflects proper grammar, and includes compelling information. Use a professional email address.

Brag on Yourself

This is your first impression so it's your time to shine! Be sure to include honors, awards, leadership positions, and above-average reviews.

Accurately Represent Yourself

Ensure you don't mislead the reader with inaccurate content related to your education, dates of employment, titles, responsibilities and accomplishments.