

12 KEY RESUME-BUILDING TIPS

- 1. TAILOR YOUR RESUME TO THE JOB YOU'RE APPLYING FOR.**
Highlight the skills and relevant experiences that are most pertinent to the job. This will show the employer that you are genuinely interested not just in getting a job, but in this specific position, and that you are the right fit for it.
- 2. USE KEYWORDS AND INDUSTRY-SPECIFIC LANGUAGE.**
To increase your chances of getting past ATS screening, include relevant keywords and industry-specific language in your resume. This will help the computer identify that your skills and experiences match the requirements of the job.
- 3. HIGHLIGHT YOUR ACHIEVEMENTS, NOT JUST YOUR RESPONSIBILITIES.**
When describing your work experience, focus on the results you achieved and the impact you made in your previous roles. Show the employer that you are a results-driven individual who can make a positive impact on your organization.
- 4. SHOWCASE YOUR RELEVANT SKILLS AND QUALIFICATIONS.**
Make sure to highlight the skills and qualifications that are most relevant to the job. This could include technical skills, such as programming languages or software, or soft skills, such as teamwork and communication. As a result, any potential employers will see that you have what they are looking for.
- 5. INCLUDE RELEVANT OUTSIDE INTERESTS.**
The experiences that have shaped you aren't limited to those that occurred in an office or classroom. List activities that you've taken part in which can demonstrate your investment in a meaningful cause or showcase your leadership skills. Have you organized a rally or event? Volunteered at a homeless shelter? Contributed to adult education classes at the local community college? Items like these can help your resume stand out from the pack by showcasing your unique sense of social contribution.
- 6. ACCOUNT FOR ANY GAPS IN EMPLOYMENT.**
Life can be unpredictable, and time away from the workforce can become a reality for anyone. We all need a break sometimes, and gaps between positions can be crucial to help you recharge and focus your energy for successful work. If you've taken time off, be sure that your resume frames it in a way that emphasizes your personal growth and progress along your professional journey.
- 7. KEEP YOUR RESUME CONCISE AND EASY TO READ.**
Use bullet points and clear, simple language. Avoid long paragraphs. Use headings and subheadings to make it easy for the employer to scan and read your resume. Make sure to highlight the most important information and keep your resume to one or two pages.
- 8. USE A PROFESSIONAL AND MODERN DESIGN.**
A well-designed resume can make a great first impression and help you stand out from other job seekers. Use a professional, modern design that's visually appealing. Keep the layout simple and make sure there's enough white space to make your resume easy to read.
- 9. INCLUDE A RESUME SUMMARY OR OBJECTIVE STATEMENT.**
Include a summary statement or objective statement at the top of your resume to give the employer a quick overview of your skills and qualifications. Keep it concise and make sure it's tailored to the job you're applying for.
- 10. PROOFREAD AND EDIT YOUR RESUME THOROUGHLY.**
This step is crucial to ensuring that your resume is free of mistakes and presents you in the best light. Make sure to check for spelling and grammatical errors and see to it that all the information is accurate and up to date.
- 11. GET FEEDBACK AND SUGGESTIONS FROM OTHERS BEFORE SUBMITTING.**
It can be hard to evaluate your own writing, especially after multiple rounds of review. Choose someone (or multiple people) whose work you trust—colleagues, friends, family members, or professional career coaches—to help you catch the mistakes that no one else should see. In addition to bringing fresh eyes to the process, they may be able to identify areas for improvement or suggest ways to make your resume more effective.
- 12. UPDATE YOUR RESUME REGULARLY.**
The best resumes demonstrate constant self-improvement and personal growth. For that reason, your resume should present your job experiences in an engaging and logical way that takes your readers up to the present day. This is true even if your most recent role isn't directly related to the one you're applying for; your potential employer will still want to see that you are acquiring useful skills in your present position.