

How to Make Your Resume Effective



GENERAL TIPS

- Tailor your summary, cover letter and resume to the specific job that you are applying for – do not send the same resume to all
- Focus on specific results of your work, significant achievements and recognition received
- Remember that “Less, is More!” Keep your resume to one to two pages (if you do not have more than 5 years of relevant work experience, keep it to one page)
- Include key words from the job posting in your resume
- Make it easy to read. Pictures may distract from your message.
- Use simple fonts; name and contact information should be easy to see
- Proofread the resume – have someone review it



RESUME DOs

- Tailor your resume to the job posting using keywords found on the job posting
- Include experiences relevant to the job
- Use valuable space for information that is job-relevant
- Keep the resume visually simple; use simple fonts and leave space
- Use professional email address (e.g., `firstname_lastname@gmail.com`)
- Use detailed, specific language that demonstrates your achievements (e.g., decreased turnaround time of process from 10 days to 1 day)
- Check for spelling and grammar
- Have others review your resume





RESUME DON'Ts

- Use the same resume for multiple job applications
- Include personal information such as your marital status, your nationality, religious beliefs
- Use valuable space for information that the employer may not use, focus on job-relevant information
- Write too much text
- Use unprofessional email address (e.g., bestintheworld123@gmail.com)
- Outdated, unreadable or overly fancy fonts
- Too many buzzwords or keywords that are out of context (e.g., “strategic thinker”)
- Use vague language (e.g., “few”)



REVIEW YOUR RESUME

Did you remember to:

- Include your name and contact information on the top of the resume?
- Can an employer understand the main sections of your resume in less than 10 seconds?
- Did you write your resume for each specific position by including the key skills and experiences the employer wants?
- Is the information listed in order of importance and relevance to the requirements listed in the job description?
- Do most phrases begin with an action verb, such as “conducted,” “implemented,” “increased,” etc.?
- Have you been accurate and truthful about your accomplishments rather than being too modest or exaggerating?
- Did you double check the spelling of every word and made sure the grammar and punctuation are correct?