



Resume Writing Tips

Your resume should be job-specific and employer-specific. Make sure you review the job description and tailor your resume while highlighting the most relevant skills and experience. Use the following tips to ensure your resume stands out!

FORMAT

- Keep your resume short (1 pager)
- Avoid long paragraphs of texts (no run-on sentences)
- Use bullet points for ease of reading
- Avoid unnecessary words and keep your statements concise
- Select a clear, easy to read template and be consistent with text alignment

STYLE AND STRUCTURE

- Keep the resume style formal and maintain professional wording
- Use high impact, positive words for compelling reading
- A good resume should contain core resume sections:
 - Contact information
 - Summary statement
 - Education/training
 - Work experience starting with the most recent job
 - Activities/achievements/volunteer work
 - Skills/abilities

KEYWORDS

- Some employers use computerized systems to sift through resumes during the initial application stage. Include industry/company/job relevant keywords and phrases to ensure your resume passes these tracking systems to move onto the next stage.
- Keywords make you stand out and help hiring managers identify qualified candidates

PROOFREAD

- Spelling and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct.





Skills & keywords to add to your resume

“Action Skills” - these skills can be quantified by using numbers, percentages, attendance tracking, scores on tests, or in classes, certificates from courses taken, budget savings, writing samples and/or real-life examples you can share.

- Arrives on time
- Shows up to work each day
- Organized
- Manages calendars
- Plans events
- Develops and adheres to a budget
- Excellent public speaking skills
- Deals well with the public
- Communicates effectively verbally and in writing
- Works well as a team member or team leader
- Learns quickly
- Creative
- Problem solver
- Quick to adapt to changing environments or tasks
- Excellently navigates workflow in a group setting as well as independently

“Soft Skills” - these are skills that are not measurable but can be demonstrated by you in the interview and emphasized in real life situations and/or answers to interviewer's questions.

- Honest
- Dependable
- Conscientious
- Helpful
- Motivated
- Respectful
- Patient
- Problem solver
- Able to supervise others
- Works well independently
- Gets along well with peers, authority figures and the public



“Action/ Power/ WOW” Words – these are words to emphasize your skills, they show power, persuasion and distinction.

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|------------------|----------------|---------------|---------------|
| • analyzed | • decreased | • innovated | • transformed |
| • accomplished | • delegated | • maximized | • unified |
| • acquired | • devised | • motivated | • utilized |
| • achieved | • directed | • navigated | • mastered |
| • adapted | • drafted | • negotiated | • pioneered |
| • authored | • elicited | • obtained | • facilitated |
| • coached | • exceeded | • overhauled | • launched |
| • collaborated | • forecasted | • procured | • oversaw |
| • compiled | • formulated | • proficient | • coordinated |
| • completed | • implemented | • quantified | • supervised |
| • conceived | • implicit | • reorganized | • developed |
| • conceptualized | • improved | • revised | • enhanced |
| • converted | • incorporated | • structured | • promoted |
| • created | • increased | • summarized | • expanded |
| • cultivated | • influenced | • targeted | • tracked |