Resume Writing Tips

Employers use resumes throughout the hiring process to learn more about applicants and whether they might be a good fit. Research has shown that recruiters tend to spend only 6 seconds (!) on each resume. Your resume should be easy to read, summarize your accomplishments and skills, and highlight relevant experience.

Your resume is often the first step to getting an interview with an employer. Make sure you include the most relevant information on your resume, organize it to highlight the most important information, and carefully review for errors.

Below are tips to help you write a great resume.

1. Use a simple and **general resume template** to "beat" the Applicant Tracking System. ATS's are used to eliminate candidates before a human even sets eyes on their resume. Over complicated or nontraditional resume formats are not ATS friendly.

2. Use **keywords** found in the job posting throughout your resume. When Recruiters or Hiring Managers see their keywords mirrored back at them it reinforces the idea that you're a strong candidate and have applicable experience. Additionally, it will help you move past the technology vetting of an ATS.

3. Make it **simple, easy to read** and **professiona**l. You should use a basic, clean font like Arial or Times New Roman. Keep your font size between 10 and 12 points.

4. **Eliminate** any **extra whitespace**. Too much blank space might make your resume seem sparse, distracting the audience and possibly raising a red flag.

5. Include only the **most relevant information** and put the most important information first. If your resume includes old or irrelevant information, such as jobs held over 10 years ago or minor degrees and achievements, it may be confusing and distract from key information.

6. Use **active language**. This means using power words, such as "achieved," "earned," "completed" or "accomplished."

7. Call attention to important **achievements**. Instead of listing your job duties under the experience section, select your top three or four most important achievements in each role you've held. You might also consider including a separate "Achievements" or "Skills" section to specifically highlight relevant achievements in your education, career, volunteer work or other experiences.

8. **Proofread and edit**. Before sending your resume, you should undergo several rounds of proofreading to ensure there are no spelling or grammar errors.

For more information contact:

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