

# RESUME TIPS

## **Create a Clean, Professional Layout**

Opt for a layout that's visually appealing and easy to read. Avoid cluttered designs and overly decorative elements that may distract from your content.

## **Font Style Matters**

Stick to standard, easy-to-read fonts such as Arial, Calibri, or Times New Roman. These fonts are widely accepted and are compatible with applicant tracking systems (ATSs), ensuring your resume is easily scannable.

## **Industry Specific Keywords**

Tailor your resume to each job application by incorporating industry-specific keywords and phrases relevant to the position. Many companies use ATS software to screen resumes, so this strategy will increase the likelihood of your resume being noticed.

## **Organized Sections**

Structure your resume into clear sections, including Contact Information, Summary or Objective, Work Experience, Skills, and Education, plus any additional relevant sections, such as Certifications or Volunteer Work. This organization makes it easy for recruiters to quickly find the information they need.

## **Summary/Objective Statement**

Start your resume with a summary that highlights your key qualifications and career goals. Keep it concise, focusing on what sets you apart and what you aim to achieve in your career.

## **List Work Experiences**

When listing your work experience, focus on highlighting your accomplishments rather than just listing job duties. Use quantifiable achievements whenever possible to demonstrate your impact, such as increasing sales by a certain percentage or leading successful projects.

## **Professional Skill Set**

Dedicate a section to showcasing your key skills and competencies, including both technical skills and soft skills that are relevant to the job. This section provides recruiters with a quick overview of your capabilities.

## **Proofread Resume**

Before submitting your resume, thoroughly proofread it to ensure there are no grammatical errors, typos or formatting issues. Consider having someone else review your resume to give you feedback and additional insights.

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**What Makes a  
Great Resume?**



**Powerful & Memorable  
Resumes**

