

CRAFT YOUR RESUME

1

SUMMARY

Write a concise summary or objective statement that highlights your key qualifications and career goals. Make it tailored to the job you're applying for.

EDUCATION

List your educational background, including degrees, certifications, and relevant coursework. Include honors or awards if applicable.

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EXPERIENCE

Detail your work history in reverse chronological order, and quantify your achievements whenever possible to demonstrate impact.

SKILLS

Use keywords from the job description to optimize your resume for Applicant Tracking Systems (ATS) in a dedicated skills section.

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CONTACT INFO

Make sure your full name, email, phone number, and general location are clear and easy to find near the top of your resume

FORMATTING

Aim for a one-page resume for most entry-level to mid-career positions. Really narrow it down to just the relevant highlights when possible.

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DOCUMENT TYPE

ALWAYS save as a PDF, not a word document. Also make sure you save it as something professional, like just your name and the word "resume".