

RESUME BEST PRACTICES

A resume is a document that describes your **background, skills, and accomplishments** used when applying for a job. A professional resume is important because it provides a **story of who you are** and is your **first impression** as a potential candidate.

Resumes should have **clean formatting** and clearly list your background, experiences, and skills so that a Recruiter or interviewer can quickly see why you are the right person for the job!

Format

Keep it clear, concise and consistent:

- **Keep the content to no more than 1-2 pages.** Focus on the most important and most relevant experience
- **Ensure it's easy to read.** Inputting space between sections can create a more visually appealing resume
- **Keep formatting consistent.** Keep header styles the same for each section, start bullets with verbs, etc.
- **PDF your resume before emailing it.** Saving as a PDF keeps the formatting on the document stable
- **Save the file as "FirstName_LastName_Resume.pdf"** This clarifies the file's contents for Recruiters

Content

Share who you are and describe your experiences in a way that highlights why you're the best candidate for the job:

- **Use keywords from the job description.** Align those words with your skills and experiences
- **Leave out unnecessary work history.** Do not list everything you've ever done, especially if it's not relevant
- **Use reverse chronological order.** List your most recent work experience first and work backward
- **Share the results.** Use numbers, percentages, and supporting facts to exhibit a record of success
- **Pay attention to verb tenses.** Use the past tense for things you used to do, and present tense if you are still actively doing something
- **Avoid using first person pronouns.** These are words like "I", "me", or "my"
- **Use as few words as possible while getting the message across.** When writing, ask yourself if each sentence will help you get the job you want and if the answer is no, then edit or remove it
- **Watch out for spelling and grammatical errors.** Use spellcheck and ask other people to proofread it several times
- **Verify your contact information.** Ensure your phone number and email are correct; this is how the Recruiter will contact you

Other Tips

- **Get inspired** - Explore other resumes for formats based on the position you are applying for; keep in mind that an accountant resume may look different than an advertising resume. Choose the proper format for the job you are seeking.
- **Step away** - Leave the resume and come back a day later with a fresh set of eyes before finalizing. It is also a good idea to have someone else review your resume for spell checks, grammatical errors, formatting, etc.