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TIPS TO CREATE A GOOD RESUME

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1

Tailor your resume to the job:

Your resume should be customized to the specific job you're applying for. This means including relevant skills and experience that match the requirements of the job description.

2

Keep it concise:

Recruiters and hiring managers are busy people, so your resume should be easy to read and concise. Aim for no more than two pages and use bullet points to break up long paragraphs.



3

Use keywords:

Many companies use applicant tracking systems (ATS) to screen resumes. Make sure you include keywords from the job description to increase your chances of getting past the initial screening.

4

Highlight your accomplishments:

Instead of just listing your job duties, focus on your accomplishments. Use specific numbers and metrics to demonstrate your achievements.



5

Use a professional format:

Your resume should be well-organized and easy to read. Use a professional font, such as Arial or Times New Roman, and make sure the formatting is consistent throughout.

6

Include a summary or objective statement:

A brief summary or objective statement at the top of your resume can help recruiters quickly understand your career goals.



7

Proofread for errors:

Before submitting your resume, make sure to proofread it carefully for spelling and grammar errors. It's a good idea to have someone else review it as well.

8

Include relevant education and certifications:

Make sure to include any relevant education or certifications you've earned. This can help demonstrate your expertise and qualifications for the job.



9

Use action verbs:

Use action verbs, such as "managed," "created," and "implemented," to describe your accomplishments and responsibilities. This can help make your resume more dynamic and engaging.

10

Focus on results:

Instead of just listing your job duties, focus on the results you achieved. Use specific numbers and metrics to demonstrate your impact in previous roles.



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