



Resume writing tips

1. Look for keywords in the job postings

The best place to start when preparing to write a resume is to carefully read the job postings that interest you. As you apply for different jobs, you should study each job description for keywords that show what the employer is looking for in an ideal candidate. Include those keywords in your resume where relevant.

2. Review resume examples for your industry

When constructing your resume, you might study examples of resumes from your industry for inspiration and best practices. While there are many ways you can use resume samples, there are three main takeaways you should look for:

- **Make it simple and easy to read**
- **Make it brief**
- **Include numbers**

3. Use a professional font

Because employers have only a short time to review your resume, it should be as clear and as easy to read as possible. You should use a basic, clean font like Arial or Times New Roman. Keep your font size between 10 and 12 points. Selecting a clear, readable font will help make your resume appear more professional.

4. Include only the most relevant information and put the most important information first

Try to include only work experience, achievements, education and skills most relevant to the employer. You can find the most relevant attributes by closely reading the job posting. You should prioritize important information higher on your resume to draw attention to key skills and achievements.

5. Use active language

Your resume should be written using active language without extraneous words. This means using power words, such as “achieved,” “earned,” “completed” or “accomplished.”

6. 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. Where possible, include numbers that measure your success for that particular goal or achievement.

7. Only include subheadings and sections you need

Whether you are using a resume template or creating your own, you may find there are some recommended sections you do not need.

For example, you may need a resume summary or a resume objective, but you should not include both.

8. Choose appropriate margins

Typically, you should use a one-inch margin size on all sides of your resume with single spaces between the lines. If you have too much white space, you might consider making your lines spaced by 1.15 or 1.5. You can also increase your margins if you find it is difficult to fill your resume, but they should stay below two inches.

9. Proofread and edit

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

10. Decide whether you need a unique resume for different jobs

Before submitting an application, you should ask yourself, “Have I made it as easy as possible for this employer to see that I’m qualified?”. If you’re applying for a job that has unique requirements, you may need another version of your resume to fully demonstrate your qualifications. Decide on a case by case basis which resume to use.

