

Tips for writing a great resume



Career
Launchpad

RESOURCE
Stack

Keep It Concise and Focused

Your resume should be no longer than 1-2 pages and should highlight your relevant experiences, skills, and achievements that are most relevant to the job you are applying for.

Start with a Strong Summary

Start your resume with a brief summary that highlights your most relevant experiences, skills, and achievements. This will give the reader an immediate snapshot of your qualifications and help you stand out from other applicants.

Highlight Your Relevant Experiences

Emphasize your relevant experiences, including volunteer work, internships, or part-time jobs that demonstrate your skills and interests. Use bullet points to describe your duties, achievements, and responsibilities.

Tailor Your Resume for Each Job

Customize your resume for each job you apply for by highlighting the experiences, skills, and achievements that are most relevant to the specific position.

Showcase Your Skills

Highlight your technical skills, such as proficiency in specific software programs or language proficiency, as well as soft skills, such as teamwork, communication, and problem-solving.

Use Keywords

Research the job you are applying for and incorporate keywords from the job description into your resume. This will help increase your chances of being noticed by recruiters and hiring managers.

Provide Evidence of Achievements

Include specific examples of achievements, such as projects you have led, awards you have received, or improvements you have made in previous positions.

Proofread and Edit Carefully

Make sure to proofread and edit your resume carefully to eliminate any typos, grammatical errors, or formatting issues.