

- Tailor and target your resume to the job posting, providing relevant information and keywords to grab the attention of hiring managers.
  - To research what keywords to use, visit [O\\*NET online](#) or [CareerOneStop](#)
- One page is great, no more than two pages
- Ensure your contact information includes your full name, phone, and email address
  - Use a professional and appropriate email address
  - Your full home address is not required – just city and state
  - Include a link to your LinkedIn profile as applicable (customize your profile URL first)
- Consider adding a strong professional summary to highlight your skills, using keywords from the industry and the job you are applying for, instead of a generic objective
  - A summary/objective is not mandatory
- Create a list of relevant skills to include on your resume: hard skills and soft skills
- Use bullet points for work history descriptions so that hiring managers can easily read it
- When writing your work history descriptions, consider these questions: What was your impact? How did you add value?
  - Did you save the company money, time, or resources? How?
  - Were you awarded or recognized?
- Use strong action words and quantify your accomplishments and achievements
  - Include numbers, percentages, dollar amounts, and examples of success
- Explain why you would be a good fit for the role (education, certifications, experience, skills)
- Avoid the use of personal pronouns (I, me, my, we)
- Optimize your resume for Applicant Tracking Systems (ATS)
- Proofread and edit your resume to ensure no spelling, grammar, or format errors
- 10 or 12 font size and page margins should be one inch on all sides