Quick resume tips

Format dates

Use the format month/year-month/year: 03/2012-04/2014

- *WHY*: Gives a more precise calculation of how long you worked at the company. For example, 2012-2013 may mean 2 years (01/2012-12/2013) or 2 months (12/2012-01/2013).

Tailor your resume

Customize your resume by tailoring your qualifications to the job posting. List the most relevant information at the top. Never use the same resume twice!

- *WHY*: First glance of your resume will make it easy to see your previous experience is relevant and applicable.

Spell out acronyms

- *WHY*: Don't assume everyone knows the acronyms used.

Don't oversell irrelevant jobs

Keep descriptions of irrelevant jobs (ex. barista, fast food, etc.) to 2-3 bullet points and keep relevant to the position.

- *WHY*: Include these jobs to account for employment gaps.

Be truthful

Be truthful and specific with degrees and certifications. If your degree is in progress, notate it. For example: degree expected 12/2019

- *WHY*: Nonspecific information may be misinterpreted. If left unspecific, upon verification, it can look like falsification of a statement and disqualify you from consideration.

List accomplishments

List accomplishments for each position listed on resume.

- *WHY*: Sets you apart from other candidates.

Extra tip

Consider having two experience sections; one for professional/relevant experience and one for other experience.