

CREATE A WINNING RESUME

WINNING TIPS

KNOW the position description, craft your resume to address each position specifically.

Keep it simple! Avoid complicated formatting.

Font matters! Calibri, Georgia, Arial, or Times New Roman. 11 – 12 point for normal text, 12 – 14 point for section titles, 16 point for headers. BE CONSISTENT throughout the resume, top to bottom.

Line spacing: 1 or 1.15 between lines, double after subheadings.

Use bullet points, avoid paragraph writing.

Leave plenty of white space! Make it easy and attractive to read, you only have 6 seconds of their attention! Check out this link, [Captivating Resume Attention in 6 Seconds](#)

Resume length. 1 page is ideal with less than 7 – 10 years of experience, 2 pages beyond this.

Always save the resume as a PDF document to submit or share unless the job specifically requires otherwise.

DON'T skip the cover letter!

Read through your resume and cover letter backwards, 1 word at a time, to check grammar and spelling. Do this at least 10 times, share it with at least 2 other people for feedback and review.

Be sure your LinkedIn is up-to-date and active.

Be aware of what skills are most applicable, and what skills and responsibilities are listed on the position description for the role you're applying for. How can you bring relevance, value and impact to this hiring manager, team, and organization?

Check out this article, [10 Most In Demand Skills in 2024](#)

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BUILD THE RESUME

1. Contact information: Name, professional title, email address, LinkedIn URL, phone number, city & state. No need for a street address. Include your LinkedIn, take the time to create a personal LinkedIn URL. Consider using your email, phone, and LinkedIn URL as a footer.
2. Profile: With 2+ years of experience, begin your resume with a summary of your previous jobs and qualifications in 2 – 3 sentences, or around 50 words. Under 2 years of experience, an objective statement, this can be called a Profile, not an objective.
3. Skills: A mix of hard and soft skills that speak directly to the position you're applying for.
4. Work experience: It's time to SHINE! RELEVANT experience matters. Numbers matter, they're measurable. Hiring managers want to see your IMPACT and ACCOMPLISHMENTS, not your responsibilities. Use keywords from the position description.
5. Education: University, Major, Year graduated. Do not include your GPA.
6. Optional sections: Choose these if they're applicable, relevant and impactful. Interests, Volunteer Experience, Projects, Languages, Certifications & Awards.

ADDITIONAL RESOURCES

- *Hard Skills examples:* Data analysis, Project Management, Artificial Intelligence (AI), Digital Marketing... Check out this Hard Skills resource, [Resume Genius Hard Skills](#)
- *Soft Skills examples:* Communication, teamwork, empathy, adaptability, problem solving, collaboration... Check out this Soft Skills resource, [Resume Genius Soft Skills](#)
- *Impact words examples:* Accelerated, Built, Coordinated, Developed, Established, Facilitated, Initiated... Read this [Resume Power Words - why, how and when to use them](#)
- *Things to remove from your resume:* An objective, irrelevant work experience, an unprofessional, school, or current employer email address, lies, unrelated or outdated information, personal details, too much text, your full mailing address, your hobbies, salary info, inconsistent formatting, too many pages, a photo of yourself. Check out [What NOT to put on a resume](#)