

# 5 Tips to Craft a Winning Resume

## Kick it off with a summary

### **A QUICK SNAPSHOT OF YOUR KEY EXPERIENCE & STRENGTHS**

Your summary/profile section should call out the specific qualifications that you meet for the particular role that you are applying for.

## Don't be afraid to brag

### **YOUR RESUME IS A SHOWCASE OF YOU & AN OPPORTUNITY TO SELL YOURSELF**

Include your accomplishments by giving specific, concrete examples of how you have consistently met and exceeded expectations throughout your career.

## Get social

### **INCLUDE A LINK TO YOUR LINKEDIN PROFILE &/OR PROFESSIONAL PORTFOLIO**

Social Media provides your reviewer with an additional insight into you, your experience and strengths. LinkedIn is also a great opportunity to showcase your network connections and professional recommendations.

## Format, format, format

### **FORMATTING IS ENTIRELY IN YOUR CONTROL & PROVIDES AN EARLY FIRST IMPRESSION**

Utilize a font that is clean, modern and easy on the eyes with 10 to 12" size. Your margins should fall between 1/2-1 inch. Take advantage of bullet points as opposed to long paragraphs. Call attention to important information such as job titles and headers with bold and/or underlined font or slight color changes.

## Keep it relevant

### **BE SURE THAT YOU TAILOR YOUR RESUME FOR THE ROLE THAT YOU ARE SEEKING**

Your profile, experience, education and accomplishments should reflect keywords the employer calls out in the job description.