Tips for Customizing Your Résumé
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It is very important today to customize each résumé you submit due to the process used by many employers to evaluate, screen, and/or find your résumé. Most recruiters desire it, hiring managers expect it, and applicant tracking systems (ATS) require it.

1. **Use many of the *key words* found in the description of the job(s) for which you are applying. If there is no formal written description available, search the description in the posting, or through your networking connections, learn what responsibilities, skills, technologies, other credentials are vital to the organization that apply to you.** <u>*You only need use each key word once to be found in any ATS search.*</u>

2. **The résumé *areas often needing customization* include:**
   a. ***Job Target* – Use the position title that each organization uses for their position, avoiding generic titles when possible.**
   b. ***Achievements* – Use those major accomplishments from your previous employment that best mirror what each employer is needing done.**
   c. ***Education* – Include only your relevant education and training. For example, it may be harmful to indicate you have and advanced degree for an employer/position when there is no education required or desired for that job.**
   d. ***Software Tools* – No need to list software not mentioned as required, nor is there a need to list any skills not likely necessary for the specific position in question.**

3. **Each time you make revisions, have a *fresh pair of eyes review your new document* as spellcheck will not catch many errors such as line wrapping, incorrect page breaks, using the wrong words, punctuation faux pas, or other formatting errors caused by making changes.**

4. **As you need to add-in relevant items such as new or different achievements, credentials, and/or experiences, don't forget to *remove the irrelevant items* you used for previous employers that may not be needed for this one. *Brevity is still the goal* for every résumé.**

5. **Remember, there is *no absolute length of job history that should be included*. You only need include the chronological work history as far back as necessary to prove you are an accomplished professional and are qualified to perform. (This does not mean you may selectively leave out positions in the middle of that history sequence). How far back you go is in part dependent on the requirements of the particular position being sought. Ask yourself, "What will the reader want to see for the position in question?"**

6. ***Don't mistake "customization" for falsification* of the truth. Any attempts to falsify facts, hide important info, or even appear to being doing so is *unacceptable* to *any* employer.**