

# Tips for Writing Your Resume to Get Hired

## Tailor your resume to the job you're applying for

Customize your resume to match the requirements and qualifications listed in the job description.

#### Format your resume correctly

Use a resume template, and make sure it is easy to read and looks professional.

## Highlight your skills and experience

Focus on accomplishments most in the areas that are most relevant to the job you are applying for. Use quantifiable data to illustrate your success.

#### Include a summary or overview

Provide a summary of what qualifies you for the job.

### Use keywords

Incorporate keywords from the job description into your resume to help it get noticed by applicant tracking systems

## Be clear and specific

Use clear, simple language and avoid vague or generic phrases. Define any acronyms used.

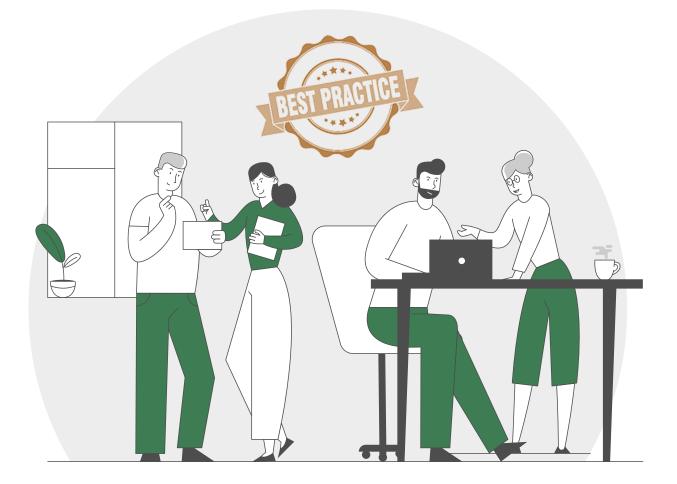
## Keep it concise and to the point

Limit your resume to one or two pages and use bullet

points to make it easy to read.

## Check for errors

Proofread your resume carefully to check for errors.



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