

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.

