

## TIPS TO CONSIDER WHEN WRITING YOUR RESUME



### **TAILOR FIT YOUR RESUME**

You should customize your resume to the specific job you are applying for and adapt it based on your knowledge of the employer.



### **HIGHLIGHT YOUR ACCOMPLISHMENTS**

Remember to highlight your job accomplishments from your previous jobs which will match for the position you are applying for. Make sure it is relevant to what is needed for the job.



### **UPDATE YOUR RESUME REGULARLY**

It is important to update your resume even if you are not in search for a job. It will be helpful and easier if your resume is updated for all new roles, accomplishments and responsibilities you handle or handled.



### **ALWAYS CHECK FOR GRAMMAR AND SPELLING ERRORS**

Before sending your resume make sure to ask someone to look at it and review it to make sure that no errors will be spotted from it.

Here is a short video on  
"How to prepare for your next job search"

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