

30 Tips for Creating a Great Resume

1. **Tailor Your Resume to the Job** – Customize your resume for each position by aligning it with the job description.
2. **Keep it Concise** – Ideally, keep it to **1 page** (2 pages if you have extensive experience).
3. **Use a Professional Format** – Clean, modern design with consistent fonts, spacing, and section headers.
4. **Start with a Strong Professional Summary** – 2-3 impactful lines at the top summarizing your qualifications.
5. **Highlight Key Skills** – Include a dedicated **Skills Section** with relevant hard and soft skills.
6. **Use Bullet Points** – Describe achievements and responsibilities with clear, action-oriented bullets.
7. **Quantify Achievements** – Use numbers, percentages, and metrics to show impact.
8. **Avoid Generic Phrases** – Replace “team player” with concrete examples of teamwork.
9. **Use Action Verbs** – Start each bullet point with powerful verbs like “Led,” “Developed,” or “Optimized.”
10. **Show Career Progression** – Clearly illustrate promotions, added responsibilities, and growth.
11. **Prioritize Recent Experience** – Focus most detail on the last 5-10 years.
12. **Avoid Large Blocks of Text** – Use short, scannable bullet points instead.
13. **Optimize for ATS (Applicant Tracking Systems)** – Use standard section titles like “Experience” and “Education” and avoid overly fancy design elements.
14. **Focus on Results, Not Just Duties** – Emphasize achievements over listing tasks.
15. **Use Keywords from the Job Posting** – Match terminology from the job description.

If you need help formatting your resume, please visit <https://carolallendesign.com>.

30 Tips for Creating a Great Resume (cont'd)

- 16. Include Relevant Certifications** – Especially if required in your field.
- 17. Emphasize Transferable Skills** – If switching industries, highlight adaptable skills.
- 18. Avoid Personal Information** – Skip age, marital status, or photos (unless culturally expected).
- 19. Use Reverse Chronological Order** – List most recent jobs first.
- 20. Be Honest** – Avoid exaggeration or lies.
- 21. Check for Typos and Errors** – Proofread several times and ask someone to review it for you.
- 22. Use Consistent Formatting** – Same date format, font size, spaces around dashes, line spacing, and style throughout.
- 23. Avoid Objective Statements** – Use a professional summary instead.
- 24. Keep It Professional** – No fancy fonts, colors, or images (unless in creative fields).
- 25. Use White Space Wisely** – Don't overcrowd; make it easy on the eyes.
- 26. List Relevant Education** – Especially if it supports the job you're applying for.
- 27. Add Professional Links** – LinkedIn or portfolio (if relevant).
- 28. Include Relevant Volunteer Work** – Especially if it adds value to your candidacy.
- 29. Update Regularly** – Keep your resume current, even when not job hunting.
- 30. Save in PDF Format** – Unless otherwise requested, PDFs preserve your formatting best.

Job Hunting Websites



Below is a list of some of the top job-hunting websites that can help you find opportunities across various industries. **Please do your own research on each site. This is not an endorsement of any particular job search website:**

1. **Indeed** ([indeed.com](https://www.indeed.com)) – One of the largest job search engines, aggregating listings from various sources.
2. **LinkedIn Jobs** ([linkedin.com/jobs](https://www.linkedin.com/jobs)) – Great for networking and finding professional jobs.
3. **Glassdoor** ([glassdoor.com](https://www.glassdoor.com)) – Provides job listings along with company reviews and salary insights.
4. **Monster** ([monster.com](https://www.monster.com)) – A long-standing job board with career resources.
5. **ZipRecruiter** ([ziprecruiter.com](https://www.ziprecruiter.com)) – AI-driven job matching platform.
6. **CareerBuilder** ([careerbuilder.com](https://www.careerbuilder.com)) – Offers AI-powered job search tools and resume-building services.
7. **SimplyHired** ([simplyhired.com](https://www.simplyhired.com)) – Aggregates job listings from across the web.
8. **Ladders** ([theladders.com](https://www.theladders.com)) – Specializes in high-paying jobs (\$100k+).
9. **USAJobs** ([usajobs.gov](https://www.usajobs.gov)) – The official job board for U.S. government positions.
10. **Snagajob** ([snagajob.com](https://www.snagajob.com)) – Focuses on hourly and part-time work.
11. **Google** (<https://www.google.com>) – Google search the type of job you're looking for and Google results will provide curated list of jobs from various job-hunting websites.
12. **Dice** ([dice.com](https://www.dice.com)) – Specializes in tech and IT jobs.
13. **TechCareers** ([techcareers.com](https://www.techcareers.com)) – Another great resource for tech professionals.
14. **Mediabistro** ([mediabistro.com](https://www.mediabistro.com)) – Best for media, marketing, and creative jobs.
15. **FlexJobs** ([flexjobs.com](https://www.flexjobs.com)) – Specializes in flexible, remote, and freelance jobs.
16. **Idealist** ([idealist.org](https://www.idealist.org)) – Focuses on nonprofit and social impact jobs.
17. **Hired** ([hired.com](https://www.hired.com)) – A tech-specific job marketplace where companies reach out to candidates.
18. **Working Nomads** (<https://www.workingnomads.com/jobs>) – Focuses on digital nomad-friendly remote jobs.