



NAME SURNAME
YOUR JOB POSITION

8 Steps to a KILLER RESUME

CONTACT

- Your Address St.
City, CA 00000
- your email address
your website link
- +0.000.000.0000
- social network 1
social network 2
social network 3

PROFESSIONAL PROFILE

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WORK EXPERIENCE

- 2010 – 2017 Company Name
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- 2009 – 2010 Company Name
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- 2008 – 2009 Company Name
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SKILLS

- VALUABLE SKILL
- VALUABLE SKILL
- VALUABLE SKILL
- VALUABLE SKILL

1

Tailor your resume specifically to each job or program to which you apply.

While the content of any resume you might produce will necessarily draw from the same well of your experience and accomplishments, you should still take care to highlight information that is of particular interest to the specific goal at hand.

Think about what academic honors, job functions, or professional skills might be most relevant to your readers in each individual case and prioritize them.

2

Keep your resume as current as possible.

Your readers are going to be most interested in the person you are today, the product of everything you've learned along your professional journey. Take care not to skimp on the discussion of your current role, even if it's not the most applicable piece of information for your present application.

A strong resume will demonstrate the capacity for growth over time.

3

Be able to describe and justify any gaps in employment.

Life happens: It is entirely reasonable for you to have taken time away from work for one reason to another, whether you just needed to recharge your batteries or whether a personal situation arose that required your full attention. This does not mean, however, that a potential employer or graduate program will simply ignore gaps in your resume. If any do occur, simply prepare ahead of time to explain and discuss them clearly and confidently in an interview setting.

4

Emphasize outside interests that apply to the role or program.

It is entirely possible that the most significant piece of information on your resume may not fall under the headings of education or work experience. If an outside interest has afforded you the opportunity to demonstrate your passion and suitability for a specific job or graduate program, don't be afraid to discuss it at greater length than you typically would with other interests.

Your volunteer experience may be just what your potential employers or educators need to see to understand who you really are.

5

Format your document in a clear, visually pleasing manner.

A sloppy or overly busy layout can be a major initial red flag to any reader of your resume, demonstrating a lack of care or organization. To avoid this, think first and foremost about how your document will strike your reader's eye. A strong resume will feature a clear structure with easily identifiable sections; legible, elegant fonts and stylization; and consistent left-alignment to maintain an appropriate balance of text and white space.

Make your first impression on your evaluators a powerful one with attention to visual detail.

6

Limit yourself to one full page.

Knowing how to edit yourself is an asset when composing your resume. Submitting a document that exceeds one page in length can give an impression of arrogance or overconfidence to your readers.

The one-page limit can help you really consider which parts of your background speak most strongly to the position you desire and to curate your resume accordingly.

7

Feel free to forego the objective statement.

While an objective statement describing your ideal role was once crucial for a professional resume, the times are indeed changing in this regard. Many contemporary resume writers opt to include a short personal summary instead, or even to forego this header content entirely to get directly into the core background information.

Space is limited in a one-page resume, so be judicious when deciding what content is absolutely essential and what is not.

8

Proofread carefully, with help from a colleague or friend.

Your resume should represent you as a detail-oriented, thoughtful professional, and just one typo or grammatical error can undermine this appearance. Once you've finished crafting your resume, step away from it for an hour or even a day, then return to it with fresh eyes.

Don't hesitate to enlist the help of a colleague, friend, or other trusted reader to provide feedback as well. There is no such thing as being too careful when finalizing your resume.

