



Quick Tips: Make Your Resume POP

BASIC TIPS:

- Try to keep your resume short (one page is recommended), clean, and professional.
- Don't have just one resume. You want to tailor each resume to the job you are applying for.
- Include your most up-to-date work experience and as much relevant experience as possible.
- Employers want to know about the *impact* you made in your previous positions. Try to quantify your work experiences with specific accomplishments so an employer can picture the impact you could have.
- Be careful to format your resume properly. Most employers advise not to use fancy fonts, colored paper, and headshots. Do use strong action verbs to describe your experiences and always be honest about what you represent since you may have to explain it in detail in an interview.
- Don't be too proud to ask for help when editing your resume. Reach out to career services or other people you trust to review your resume and provide feedback.