

# FIVE THINGS TO REMEMBER WHEN WRITING A RESUME

#1

Start with a strong action verb. Action verbs should be in past or present tense depending on whether you are currently doing that work or have already completed it.

#2

Aim for one full line, maximum two per bullet point. Average two to five bullet points per experience with more weight being given to your most relevant experience(s).

#3

Don't be redundant! Use a thesaurus to identify synonyms describing the same action verb in a different way. For example, instead of saying, "worked with" multiple times try, "collaborated" or "partnered".

#4

Quantify where you can! Using numerical values when possible on a resume provides the employer with an additional depth of information.

#5

Have a purpose to every bullet point and be intentional. Never just list a skill to list it... give a relevant example. Be sure to tailor your resume to every job.

## REMEMBER:

- Do not use complete sentences, periods, or personal pronouns like, "I", "me", or "we"
- List your relevant experiences in reverse chronological order, beginning with your most recent position and proceeding backwards
- Think about **Accomplished [X] as measured by [Y] by doing [Z]** or **Skill + Task + Result** when writing your bullet points