

# BUILDING YOUR FUTURE: RESUME TIPS & TRICKS

Unless there are significant gaps in your work history, format your resume chronologically, with your most recent experience listed at the top. This approach highlights your career advancement effectively.

## Basic Contact Information: Name, Email Address, Phone Number.

Optional Information: Online Portfolio or website, LinkedIn URL, Mailing Address

Arrange your work experience by placing your most recent or current job at the top, followed by older positions.

Provide three to five bullet points outlining your accomplishments and duties. Incorporate specific numbers and data within your bullet points when possible

Normally, the education section on a resume follows the work experience section. However, if you haven't had a full-time job or are creating a student resume, it should be placed at the beginning.

Make sure to spend time reading through your resume before you send it off. It is always a good idea to let someone else check for error as well as using an AI resume checker.

UNDERSTAND THE BASICS

LIST YOUR NAME AND CONTACT INFORMATION

FILL OUT YOUR WORK EXPERIENCE

OUTLINE YOUR EDUCATION HISTORY

REVIEW AND EDIT YOUR RESUME

Step 1

Step 3

Step 5

Step 7

Step 9

Step 10

Step 2

Step 4

Step 6

Step 8

DECIDE HOW YOU'RE GOING TO START YOUR RESUME

ADD A RESUME SUMMARY

SHOWCASE YOUR SKILLS

ADDITIONAL RELEVANT INFORMATION

SUBMIT YOUR RESUME!

**Option 1:** Start resume from scratch setting margins 1/2-1 inch on all sides, set page to 8.5" x 11" and portrait mode, use fonts like Arial or Helvetica and adjust your font size between 10 and 12 points.

**Option 2:** Make use of online tools like a resume builder or ChatGPT to create.

**Option 3:** Download a resume template

A professional resume summary is a concise introduction consisting of 3-5 sentences. It offers a brief overview of your main qualifications, showcasing your most notable skills.

The skills section on your resume provides employers with a quick overview of both hard and soft skills that make you suitable for the position. Acquiring hard skills requires specialized training, workshops, work experience, or formal education. Soft skills are linked to your personality and are cultivated through daily interactions and task completion in the workplace.

List your certifications or volunteer experiences that closely match the position you are applying for. You can also list awards, publications, language skills, and personal projects.