

RESUME BEST PRACTICES

We recommend creating one comprehensive resume document where you have all of your bullets and paragraphs that describe the work you love and want to keep doing. Then, as you apply for different jobs, you can pick and choose which content is in alignment with the hiring organization's needs.

As you're creating or updating your resume, consider using these suggestions:

- Try to keep it to **1-page double-sided, max** and embrace white space.
- Think about **keeping only items** that:
 - you love to do
 - you want to keep doing
 - are in alignment with what the position needs
- Throughout the resume, **bold some words** and phrases to highlight them so that the content is easily scannable.
- Typically, it makes the most sense to only **go back 10 years** or so in your work history.
- For your current role, list **your top 5-7 accomplishments** that you love and that also correlate with what the position is looking for. For previous positions, you can do the same thing but typically 3-5 bullets are enough.
- **Think about the "so what" factor in the bullets you list.** List not just what you did but what the outcome was. For example:
 - Did you increase sales?
 - How many people did you train?
 - How many projects did you work on simultaneously?
 - What did your efforts result in?
 - NOTE: Not every bullet needs to have the "so what" factor but the majority should.
- If you're looking to fill space, you might want to include other sections that callout skills, trainings/professional development, other information about you.

- If you have experience that's not paid (or was for school, etc.) and it's pertinent to the role you're applying to, create another section called something like "Other Experience" or "Other Accomplishments".
- Proofread, proofread, proofread!
- **Ask a trusted friend or colleague to review** and provide feedback on:
 - Grammar, spelling, etc.
 - What accomplishments and descriptions sound great?
 - What's missing?
 - What story does the resume tell them about you? Is this the story you want to tell?

If you're having a hard time getting started with this, we recommend recording yourself when you talk with friends and colleagues about your stories. Hearing yourself (and them!) describe you, can be quite helpful.