

# 5 TIPS TO GET YOUR RESUME NOTICED

## 1 Less is More

- Limit your resume to **1 page**
- **Be concise**, avoid long paragraphs
- Remove any unrelated experience
- Use **bullet points** to break up the content
- Liberally embrace **white space**



## 2 Tailor to a Specific Job

- Draft a basic resume **template**
- **Customize** the template for each job
- Include a specific **goal or purpose**
- Avoid using industry specific acronyms



## 3 Design is Important

- **Get creative**, adopt a simple design
- Ensure the text is **easy to read**
- Avoid overusing bright colors
- Draw **attention** to the top of your resume



## 4 Create Your Own Brand

- Highlight **key work experiences**
- Share accomplishments and awards
- Establish **credibility** with facts & figures
- Speak to your **values** and ethics



## 5 Review, Review, Review

- Have your resume **critiqued** by others
- **Spell** and **grammar check** to uncover errors
- List social media **usernames** for transparency
- Review and update regularly to stay current