



RESUME/CV TIPS

1. Keep it Simple and Clean

It may seem boring, but a simple resume is important when applying online. A resume handed to someone in-person can bend or ignore some of these guidelines.

The first hurdle to get past in a modern job application is the electronic delivery of your resume. Some automated programs will reject resumes that they cannot “read”. Use common, simple fonts like Calibri, Helvetica, or Aptos and avoid formatting elements like columns, boxes, or pictures. Always submit a resume as a .pdf file to ensure formatting.

2. Make Important Information Easy to Find

Imagine you’re a recruiter who only has a few moments to get the key points that they need from your resume.

It’s best to follow your Name and Titles with your Profession and Contact Information. From there, you’ll want to prioritize specific Tools/Programs, Certifications, Skills, and Special Achievements/Awards. Follow that with Professional Experience, then Education. The only exception for Education is if you recently graduated (within the past year), in which case it should come before anything else. Be sure to highlight professional achievements in your Experience, and be as specific as possible.

3. Be Mindful of Dates

Experience is important, but age discrimination is an unfortunate reality of job hunting. As a general rule, do not include work experience older than ten years on your resume unless it is extremely relevant. Also, leave the dates off of your education if they fall outside that ten-year window.

4. Keep it Short

While many employers will tolerate a longer resume, some will reject multi-page documents to save time. We recommend keeping a full “Master” resume with all of your experience, saving it separately and cutting it down to a single page for each application.

5. Save it Online (Optional)

Saving your resume online makes it easier to access from a computer or phone. Ex: If you have a Gmail account, you have access to Google Drive and can create or save documents there.