

Resume Tips

- Use Helvetica, Arial, or Times New Roman for the font to increase readability and make it more “friendly” for applicant tracking systems.
- Use the same font for your resume and cover letter.
- Spell check (seriously) and correct any mistakes, same with grammar.
- Save your resume as a PDF if it’s in another format before sending. That way, the formatting won’t get messed up when your resume is opened on a different computer. Plus, it ensures that your content can’t be edited.
- Change the file name from “Resume” to “[First Name] [Last Name] Resume”—it makes things easier for hiring managers and ensures your resume doesn’t get lost in the crowd.
- If you are looking for a job in a city different from where you live, remove your address, as recruiters might not look any further.
- In its place, add a link to your LinkedIn profile, as well as any other relevant social media handles (Twitter if it’s professional, Instagram, a blog, etc.), especially if you’re applying for marketing or creative positions. Caveat: Never include Facebook, no matter how clean you keep it.
- Drop your ugly LinkedIn URL and create a custom URL instead using simply /yourname (or some similar, simple variation if somebody already has your name. Look for instructions in our LinkedIn tutorial or in Help on LinkedIn.

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- Make all of your hyperlinks live. Your resume is most likely going to be read on a computer so ensuring things like your email address, LinkedIn profile and other social profiles and personal websites are clickable makes it easier for the recruiter to learn more about you.
- Omit any references to your birthdate, marital status, or religion. Since it's illegal for employers to consider this when reviewing your application (at least in the U.S.), they can't request it.
- To improve readability, increase the line spacing (also called leading) to at least 120% of the font size. To do this in Word, go to Format and select Paragraph. In the pull-down under Line Spacing, choose Exactly and set the spacing to two points above the size of your font (so, 12 if your font is 10 point).
- Need a little more space to work with? Reduce your top and bottom margins to 0.5" and your side margins to no less than 0.75". This will keep your resume clean and readable but give you more room to display your skills.
- Update your skills section and add any new skills you've gained. If you have lots of skills related to a position — (i.e. foreign language, software, and leadership skills) —try breaking out one of those sections and listing it on it's own ("Language Skills" or "Software Skills").
- Double check that formatting is consistent across your resume. You want all headers to be in the same style, all indentations to line up, and all bullet points to match. You don't want the styling to look sloppy!

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- Find any acronyms, and write out the full name of the title, certification, or organization. You should include both, at least the first time; to make sure the recruiter knows what you're talking about. This will also ensure that the application tracking system recognizes it no matter which format it is looking for. For example: Certified Public Accountant (CPA).
- Add part-time or volunteer roles in the Work Experience section if it's been a significant time commitment or if you're young and you don't have two "work" jobs under the Work Experience section (including freelancing and blogging). Just make sure someone can be a reference or you can provide a link to your work.
- Add any awards you've received, articles you've published, or anything else awesome you've done.
- Unless you are a designer, remove any photos or visual elements. On a more traditional resume, they generally just distract from the information at hand (and can confuse applicant tracking systems).
- If you have gaps of a few months in your work history, swap out the usual start and end dates for each position with years only (e.g., 2010-2012).
- Go through line-by-line and take note of any orphan words (single words left on a line by themselves). See how you can edit the previous line so they can fit—making your resume look cleaner and opening up extra lines for you to do other things with.

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- Go through your bullet points and add as many numbers and percentages as you can to quantify your work. How many people were impacted? By what percentage did you exceed your goals?
- Pick a few statements to take one step further and add in what the benefit was to your boss or your company. By doing this, you clearly communicate not only what you're capable of, but also the direct benefit the employer will receive by hiring you.
- Include any numbers on your resume? Go through and change them all to numerical form, instead of written out (i.e., 30% instead of thirty percent). Even small numbers that are often spelled out should be written numerically—it makes them pop to the reviewer and saves space.
- Read your resume out loud. This will not only help you catch any spelling or grammar errors, but it will also help you notice any sentences that sound awkward or that are hard to understand.