

How to construct a great resume

Layout/ design:

Don't go overboard or get too "fancy." Maintain good margins and use font no smaller than 11 pt. Keep it concise at 1-2 pages.

Clear contact information:

Be reachable. Make contact information prominent and provide options.

Display skills:

Highlight your most valuable skills showing both hard and soft sets on the top of your resume.

Overview experience:

List previous companies, job titles, dates worked and bullet point key responsibilities and achievements. Quantify with actual data points if possible.

Provide a synopsis of education:

Beyond your degree, list any certifications, strategic workshops or classes beneficial to the position you are applying for.

Show additional experience:

Stand out by showing what else you may do including professional organizations, volunteer work, awards etc.

