

## Top 10 Resume Tips

### 1. Life-long resume

Create a life-long resume that includes everything you have ever done. You can then cut and paste pieces of this life-long resume to create a tailored resume for each job. This also serves as a great work history document. You can include additional information, including supervisor name and contact information, salary, employer address, and extra work duty details just for your benefit and knowledge (or for use on a Federal Resume on USAJobs).



### 2. Match your resume to the position

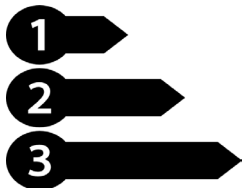
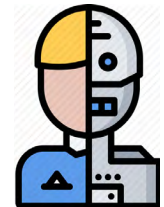


One size does not fit all – what is the purpose of that specific resume? Make sure that you highlight your education, work experience, and skills as they relate directly to the job you’re applying for. Use the job requirements and duties to edit your basic resume and cover letter. You should also include keywords from the job description in your resume. This will show the employer that you are an ideal fit for the position.

Note: It takes more time to write a custom resume that matches your qualifications to the employer’s job posting, but it’s worth the effort.

### 3. Write for both robots and humans

Your resume may need to get past an Applicant Tracking System and grab the attention of the human being on the other end. This is where matching keywords becomes really important!



### 4. Prioritize the content

Prioritize the content of your resume so that your most important and relevant experience is listed first, with key accomplishments listed at the top of each position.

### 5. Edit, edit, edit

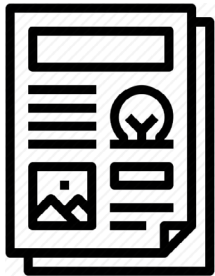
Make sure there are no spelling or grammatical errors. Also make sure your format is uniform – for example, make sure your fonts, margins, and the style of your dates match (e.g. 6/2018 or June 2018) throughout your document.



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### 6. Never submit a “naked” resume

Never submit a resume without a cover letter unless specifically noted. Include a cover letter to tell your story and fill in the details of your resume.



### 7. Do not use a resume template

It is recommended to look at templates to find a style you like but then try to re-create that style using Word. A template can be very restrictive when you try to edit and add to a resume as you gain experience.

### 8. Focus attention on you

Focus through sub-headings, capital letters, bold print, italics, bullets. If you overuse these items, they lose their effectiveness, so be careful!



### 9. Quantify/Qualify your experience

Where appropriate – use numbers, specific names of equipment, scientific names, and/or monetary figures to illustrate knowledge and skills. Go beyond duties to identify what was achieved or accomplished in your work and volunteer experiences.



### 10. Recommendations for saving a resume or cover letter

- Have a folder on your computer, in cloud storage, or on a flash drive dedicated to job search documents
- Save your life-long resume as: Last name, First name-Resume. You should name your cover letter and other required documents in a similar fashion (e.g. Last name, First name-Cover Letter)
- For each subsequent document: Last name, First name-Resume.Employer name (e.g. Pointer, Stephanie-Resume.Yellowstone NP). This allows a potential employer to easily find your resume in a large batch and allows you to track which specific resume was sent
- Typically you will email or upload a PDF version of your resume and cover letter but always follow the directions posted in the job announcement