



DIY Resume Tips

Create a simple, effective resume in 2023:

1. **Keep it concise:** There is no one-size-fits-all length. Unless entry-level, it doesn't need to be one page, it could be two. Make sure there is clear focus on relevant, recent information to show your qualifications for that role.
2. **Use clean fonts:** Stick to easy-to-read fonts like Arial, Calibri, Helvetica, or Proxima Nova. Avoid using fancy or overly stylized fonts.
3. **Use solid bullet points:** Bullet points are an effective way to organize your information and make your resume easy to read.
4. **Tailor your resume to the job, not a robot:** Customize your resume to fit the specific job you're applying for. Highlight skills and experiences most relevant to the position.
5. **Use keywords, but don't overuse:** Incorporate relevant keywords from the job posting that you've actually used within your work. Don't keyword stuff, it's unnatural.
6. **Highlight your achievements:** Instead of just listing your job duties, highlight your achievements and quantify them with numbers to signify growth, revenue, etc.
7. **Use simple action verbs:** Begin bullet points with action verbs to convey a sense of proactivity and accomplishment. Don't get fancy because it draws focus away from you.
8. **Be consistent:** Use consistent formatting and use whitespace to guide the readers' eyes through the page. This makes it easier to read and gives it a more polished look.
9. **Proofread:** Make sure to proofread your resume carefully to catch any typos or grammatical errors. Run Grammarly through it, and have a friend review it, as well.
10. **Keep it up-to-date!** Update your resume regularly to reflect your most recent experiences and accomplishments. You never know when a new opportunity might arise!