

- Construct with simple design as Word document avoiding templates, images, headers, graphics and columns
- Applicant Tracking Systems can't decipher elements
- Avoid first person singular or possessive, i.e., me and my
- Use past tense verbs for past experiences, present tense verbs for current roles

to  
 to  
 to

- If you are currently enrolled in or have recently completed a program relevant to your professional goals, keep your education section above work experience
- Skills, lic - a concise overview of who you are,

re you are going

- Candidates for the job and highlighting transferable skills are applying in a way that sells you as the perfect candidate
- Start bullet points with action verbs and do not use the same action verb twice
- Summarize your role in the first bullet point of each job and describe your
- Highlight your accomplishments and impact of job responsibilities, not just duties and activities
- Include more bullets for your most relevant experiences and fewer bullets for least relevant
- Exemplify transferrable skills by including community, volunteer or other experience
- Avoid abbreviations, company specific terms and repetitive language

## Final Steps

- Double-check for errors in spelling, grammar, formatting and other inconsistencies
- Save the document in PDF format with a professional file name
- Ask a friend or mentor to proofread the final version with a fresh set of eyes