

Resume writing steps

Analyze

Identify the core competencies sought in the target job.

- Knowledge
- Skills/Attributes
- Experience
- Education
- Professional credentials (e.g. license and certifications)

Brainstorm

Brainstorm achievements that provide evidence of the competencies.

- Education and training
- Jobs and internships
- Volunteer and leadership activities

Structure

Structure your resume to include key details in reverse chronological order.

- Contact information
- Education
- Experience
- Additional sections as appropriate

Develop

Craft brief and bulleted statements highlighting the most recent and relevant achievements.

- Tailored, not all-inclusive
- Action and results-oriented
- Specific and quantified
- Keyword-rich

Refine

Review your resume for clarity, consistency, and conciseness.

- Easy to read
- Connects to target job
- No typos or grammatical errors
- Within 1-2 pages