

How to Build a Resume

Having a resume is your first step to the professional world and one step closer to having your career dream job. A resume provides the support you need to highlight your professional brand. Starting your resume early is more important than you might think as it can guide your career path.

Keep Your Format Simple

When making your resume, keep your format simple, professional, and easy to read. If you do not have experience with writing a resume, it is best to stick to the chronological resume format. A clean document or use templates already available for you online. Focus on highlighting who you are professionally and remember that less is more.

At the upper section, you should include your name, phone number, email, and the city and state you live in. Do not put your home address for privacy reasons. Share your professional social media channels and profile. Include custom links, professional URLs, website, and professional portfolios.

Make a “Teaser”

Why are you the best person for this job? A teaser is a thesis statement of your professional brand. If you include a “teaser”, it will help your resume stand out and connect to the job description. It should be at the upper section of your resume so employers will see it first. With the “teaser”, you are inviting the employers to learn more about you and displaying the most important parts of your application.

School/Work Experience

Make sure you include your college work experience. Include internships, campus organizations and any volunteer experience you have had while in college.

Customize Your Skills to Fit Each Job Application

Prioritize your strengths and skills according to the job description. Use the exact language used in the job posting. Let the employers know what you can do for their needs.

