CAREER

Choose your resume's job

A resume is evidence for a specific next step.

RESUME WRITING GUIDE WITH REAL EXAMPLES

PICK A TARGET BEFORE DRAFTING

Review several relevant postings and identify the repeated work. Your resume should make your fit for that work visible; it does not need to tell every chapter of your life.

PUT IT INTO PRACTICE

What role is this version for?

What three needs recur in postings?

CHOOSE A CLEAR FORMAT

Most candidates benefit from reverse chronological experience: recent role first, then earlier relevant work, education, and skills. Use a functional format cautiously; it can make dates harder to understand.

This is general educational information, not legal or employment advice. Be truthful about your history and qualifications. For questions about required disclosures, accommodations, work authorization, or local rules, use official resources or a qualified professional.

CAREER

Gather accurate raw material

Write from facts, not memory alone.

RESUME WRITING GUIDE WITH REAL EXAMPLES

MAKE AN EXPERIENCE INVENTORY

List paid work, internships, projects, volunteering, caregiving, coursework, and training that demonstrate relevant abilities. Record dates, organization, title, duties, tools, people served, and outcomes.

- ☐ What did I own or support?
- ☐ What changed because of my work?
- ☐ Who worked with me?
- ☐ What scope can I state accurately?

PROTECT ACCURACY

Keep a private source list of reviews, project notes, and work samples. Use approximate numbers only when clearly defensible; never invent metrics, titles, dates, or credentials.

EXAMPLE

Accurate: ·Helped coordinate weekly schedules for a team of eight.· Not accurate: ·Managed an eight-person department· if you did not manage it.

CAREER

Write a strong opening

Lead with relevance, not buzzwords.

RESUME WRITING GUIDE WITH REAL EXAMPLES

USE A HEADLINE AND SUMMARY WHEN USEFUL

A short summary helps when it names your target and strongest evidence. New graduates or career changers can use it to connect transferable experience to the role.

EXAMPLE

Administrative coordinator with two years of experience organizing schedules, customer requests, and records for a busy community program.

AVOID EMPTY CLAIMS

Words such as ·hardworking· or ·team player· need proof. Replace labels with responsibilities, actions, and outcomes.

PUT IT INTO PRACTICE

Which two strengths can I demonstrate below?

Does the opening match the job title I seek?

CAREER

Turn duties into bullets

Use action plus context plus outcome.

RESUME WRITING GUIDE WITH REAL EXAMPLES

DRAFT WITH A RELIABLE PATTERN

Start with a precise action verb, name the work or context, then state the result or purpose. One idea per bullet keeps scanning easy.

EXAMPLE

Coordinated appointment requests for three service teams, confirming details and reducing duplicate entries in the shared calendar.

IMPROVE A WEAK BULLET

The improved version describes what happened and why it mattered without overstating impact.

EXAMPLE

Before: ·Responsible for answering phones.· After: ·Responded to customer calls, documented requests, and routed urgent issues to the appropriate team.·

PUT IT INTO PRACTICE

What action did I take?

What context or result makes it meaningful?

CAREER

Select skills and keywords

Include what you can discuss honestly.

USE A RELEVANT SKILLS SECTION

Group concrete tools, languages, methods, or certifications that matter for the target. Keep proficiency labels simple and do not list software you have only seen once.

- ☐ Tools: spreadsheets, scheduling platform, CRM
- ☐ Methods: inventory counts, customer intake
- ☐ Languages: name and realistic proficiency

PLACE KEYWORDS IN CONTEXT

A skills list helps scanning, but experience bullets prove use. If a posting asks for Excel, show what you did with spreadsheets when accurate.

EXAMPLE

Maintained weekly spreadsheet updates for supply requests and flagged missing information for follow-up.

CAREER

Edit for readability and access

Make the document easy for people and systems to scan.

RESUME WRITING GUIDE WITH REAL EXAMPLES

USE CLEAN STRUCTURE

Use familiar headings, consistent dates, readable type, and enough white space. Put contact information where it is easy to find. Save in the format the employer requests.

- [ ] Name and professional contact details
- [ ] Targeted summary if needed
- [ ] Experience with dates and locations
- [ ] Education, relevant training, and skills

CHECK EACH VERSION

Read aloud, compare against the posting, and ask a trusted reader to look for unclear wording. Remove unrelated detail before shrinking text to fit.

PUT IT INTO PRACTICE

Can a reader identify my target in seconds?

Are dates, tense, punctuation, and labels consistent?

CAREER

Tailor and submit with care

A tailored resume is accurate, not reinvented.

RESUME WRITING GUIDE WITH REAL EXAMPLES

MAKE A VERSIONING ROUTINE

Keep a master resume and copy it for each strong opportunity. Reorder the most relevant bullets, adjust the summary, and include matching terms only where true.

EXAMPLE

For an intake coordinator role, move customer records and scheduling bullets above an older, less related task.

FINAL SUBMISSION CHECKLIST

- ☐ Correct employer and job title
- ☐ Requested file type and sensible file name
- ☐ No tracked changes or comments
- ☐ Every claim is explainable in an interview
- ☐ Saved copy and application date recorded

NEXT PROMPT

PUT IT INTO PRACTICE

Which bullet is strongest evidence for this role?

What question might an interviewer ask about it?