

How to: Revise Your Resume

Before You Begin

Updating your resume should become a regular exercise
– **ideally after each academic term.**

This is particularly true if you've taken on a new job or academic responsibility or if you're in the process of applying for a new internship or employment opportunity.

New experiences can also stem from leadership roles in campus organizations, outside organizations, or volunteer work.



Page Setup

When revising, please make sure to format appropriately and follow the provided template [#1](#), [#2](#). When updating, focus on the following:

- **White Space:** Take a step back (literally) and look at your resume – does it appear balanced and readable? Is it digestible with a quick scan?
- **Consistency:** Are all headings, spacing, and font sizes consistent throughout?
- **Simplicity:** Avoid adding pictures or unique heading fonts/color/design features (unless you are creating a resume where creativity is encouraged). Your resume should still fit on one page.

Remember

As you revise, it's also important that you continue to ask yourself – who are you writing this resume for? What is the story your resume tells? What information are you prioritizing and why?



Looking for information on **how to set up your resume** and **what to include**?

Leverage our first guides.

Download [Getting Started: Writing Your Resume](#), [How To: Tailor Your Resume](#)

When Updating Your Education & Experience Sections



Do Include

- ✓ Organize all information in chronological order.
- ✓ Integrate new work and leadership experiences, emphasizing role details and impact.
- ✓ Spotlight relevant campus research, coursework, study abroad, or internship experiences.
- ✓ Create your resume with a clear goal in mind: What message do you want the reader to understand? What story does your resume tell?
- ✓ Ensure that verb tenses are updated for experiences that are now in the past.
- ✓ Display skills and accomplishments that best convey your story.
- ✓ Utilize compelling action statements: Combine multiple achievements into a single statement when possible.
- ✓ Review for spelling and grammar errors.



Do Not Include

- ⚠ Avoid unnecessary or verbose language, by using concise and fact-based content (quantify and qualify).
- ⚠ Steer clear of passive language (e.g., “supported,” “helped,” “was a part of”).
- ⚠ Vary your action verbs across your resume.
- ⚠ Eliminate filler words such as “like,” “a,” “with,” and “that.”

Pro Tip

Translating your accomplishments to action statements is a must when revising your resume.

Each action statement has three elements: **action verb** + **accomplishment** + **result**. The strongest action statements are measurable, concise, accurate, and illustrate an easy-to-understand result. Use the [action verb bank](#) or transferrable skill list and choose verbs and descriptions which best suit your accomplishment(s).

