

How to: Tailor Your Resume

Before You Begin

A properly tailored resume shows the reader that you are serious about this opportunity. Done properly, it highlights the care you've taken to translate your relevant skills to specifics notated within the job description. This resume tells your best story for an intentional audience. It sells transformation by leveraging data to illustrate the impact you would bring. Simply, this is your absolute best effort.

Once you are satisfied, make sure to have numerous peers or mentors review your resume for content, grammar, and consistency.

Alignment to Audience

The key to a tailored resume is alignment between your accomplishments and the opportunity you are applying for. Before making edits, do the following:

1. **Read** the job description with a focus on the primary responsibilities, preferred experience, and qualifications.
2. **Identify** the key responsibilities, phrases, and action verbs in the job description.
3. **Align** your experience and insert the key responsibilities, phrases, and action verbs in your resume wherever possible (match skills to strengths).



Do Include

- ✓ Revise headings to match industry/job specifics (e.g., replace "Work Experience" with "Engineering Experience").
- ✓ Craft action statements tailored to job competencies, emphasizing the transformative impact and resonating with the reader's emotions.
- ✓ Highlight marketable transferable skills with high value, such as leadership, problem-solving, or creativity, if unable to align a skill with a job competency.
- ✓ Showcase relevant licenses or credentials you have earned (e.g., teaching certification, accounting professional certification).



Do Not Include

- ⚠ Avoid generic language or a one-size-fits-all resume. Consider the perspective of the hiring manager and tailor your content accordingly.
- ⚠ Diversify your action verbs and phrases. Utilize the [action verb bank](#) to create varied word choices.
- ⚠ Exclude experiences or information that are no longer relevant. Be a discerning editor of your resume.