

10 Steps to a Great Resume



Step 1: Choose a Job Objective (Target Job or Career Objective)

Step 2: Find out what knowledge, experience, skills, and abilities are needed for your job objective

Step 3: Choose a resume format that fits your situation – chronological, functional, or a hybrid of the two.

Step 4: Make a list of past jobs you've held, in chronological order

Step 5: For each job you've held, list your skills and accomplishments that show your knowledge or expertise

Step 6: Describe each accomplishment in a simple, powerful action statement that emphasizes the results that benefited your employer.

Step 7: Arrange your action statements according to the format you chose.

Step 8: List your education, training, and any professional development that is relevant to your target job.

Step 9: Summarize your key points at or near the top of the resume.

Step 10: Polish and Proof – review the whole document and make it shine!