



Education

- If you are currently enrolled in or have recently completed a program relevant to your professional goals, keep your education section above work experience
- Skills,lic - a concise overview of who you are, where you are going

- Candidates describe job and job highlighting transferrable skills as applying in a way that sells you as the perfect candidate
- Start bullet points with action verbs and dot to use the same action verb twice
- Summarize your role in the first bullet point of each job and describe employer
- Highlight your accomplishments and impact of job responsibilities, not just duties and activities
- Include more bullets for your most relevant experiences and fewer bullets for least relevant
- Exemplify transferrable skills by including community, volunteer or other experience
- Avoid abbreviations, compare specific terms and repetitive language

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