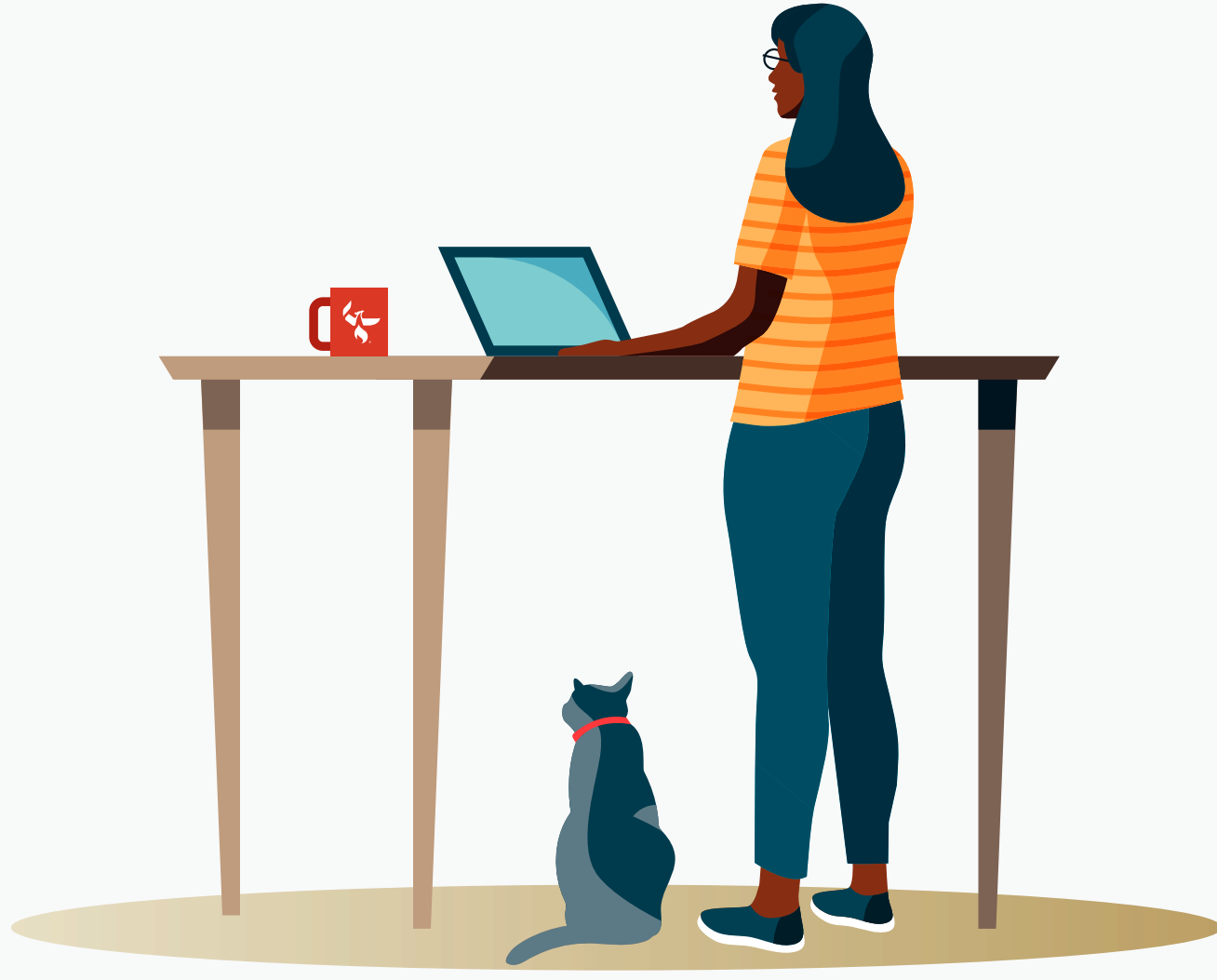


5 STEPS

TO WRITING AN EFFECTIVE RESUMÉ



1

Target a specific role

Position yourself as a great fit for a role by including relevant keywords from the job description and examples of skills and experiences related to the role.

2

Use a simple design

Ditch the photos, graphics and complex layouts for a clean, straightforward design. Stand out for your skills, experience and achievements instead.

3

Highlight your achievements

Describe success stories that prove your skills, abilities and value. Give examples of specific problems you've solved, promotions you've received or awards you've earned.



4

Add numbers

Include numbers that prove you're a top performer. Show how you saved time, made the company money, improved productivity or increased quality.

5

Detail your education

If you lack experience, position education above your experience and detail your class projects, course activities or internships to showcase knowledge and skills related to the roles you seek.



Need more help?

Check out our step-by-step guide to writing an effective resum , as well as other career planning resources, at phoenix.edu/blog/career-support/tools-resources.html

