

Common Resume Tips and Strategies

- You want to tailor your resume to each and every job/internship position you are applying for - meaning you want to match the key words on the job description. Look for skills, years of experience, and knowledge required for candidates. If there is a preferred qualifications section, be sure to include any of those qualifications if you have them on your resume.
- Make the assumption that a company or organization you are applying for will utilize ATS, or Application Tracking System, to scan your resume for key words before it ever gets into human hands. Additionally, people think their resume goes directly to the person they hope to be directly working with, but the resume often goes to a representative in the human resources office who again checks to see if you qualify for the position. This is why it is essential to include keywords on your resume.
- How long do you think employers may typically look at your resume? The answer is around 7 - 15 seconds. therefore it is essential that your resume is clearly organized and readable. Highlight the most important accomplishments on the top of your resume.
- Ensure there are no grammatical errors. Some employers will view the error as a lack of attention to detail and can disqualify you from a position.
- Quantify where possible. Employers love numbers, and numbers are measurable in terms of the change you made from your accomplishments.
- You don't have to include your whole job history, just the relevant information needed. This will be determined on each position you are applying to. It is recommended to create a master resume with your entire history of your accomplishments and experiences to pick and choose accomplishments as tailor new resumes for new positions - that way you don't start from scratch.
- Organize your experiences in reverse chronological order - the latest or most current experience first.
- Sections can vary but the more common ones to include are your contact information, Education and Relevant/Work/Internship/Volunteer Experience. You can also include, but not limited to a Summary of Qualifications, Relevant Coursework, Technical skills. How you choose to arrange and why to include certain sections depends on your experience, the position you are applying for and accomplishments you want to highlight.



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