10 Resume Tips:

1. Tailor Your Resume: Customize your resume for each job application to highlight relevant skills and experiences.
2. Use a Professional Format: Choose a clean, professional layout with clear headings and consistent formatting.
3. Include Contact Information: Make sure your contact details (phone number, email, LinkedIn profile) are up to date.
4. Write a Strong Summary: Start with a compelling summary or objective that captures your career goals and key qualifications.
5. Highlight Achievements: Focus on accomplishments and use quantifiable results to demonstrate your impact (e.g., increased sales by 20%).
6. Use Action Verbs: Begin bullet points with strong action verbs like "managed," "developed," or "implemented" to convey your contributions.
7. Be Concise: Keep your resume to one or two pages, prioritizing the most relevant information.
8. Showcase Relevant Skills: List skills that are pertinent to the job, including both hard and soft skills.
9. Include Keywords: Incorporate keywords from the job description to pass through Applicant Tracking Systems (ATS).
10. Proofread Carefully: Check for typos, grammatical errors, and inconsistencies to ensure a polished, professional document.