

# RESUME BEST PRACTICES

**A resume is a one- to two-page document that lists your education, work experience, and job skills.** Your resume shows potential employers why you are a strong job candidate by clearly explaining your education, work background, and achievements.

A resume is more than a long list of your past jobs. It is a resource that helps you market and promote your most relevant skills, work experiences, and achievements. Customizing your resume helps the employer understand why you are a good fit for the role.

## Resume Best Practices Checklist

**Follow the instructions in the job posting.** Provide what is requested in the job description, whether required or optional. Otherwise, it may appear that you did not follow directions.

**Create a Primary Resume.** Write down all your experience, skills, and accomplishments in one document. This resource will be your primary resume—a place to store everything so you can easily update your resume for different jobs.

**Tailor your resume to each job,** showing how your skills and experience match the job requirements.

**Connect the dots** so the employer recognizes what you bring and how those skills can benefit the job and the organization.

**Limit your resume to one to two pages, unless the employer requests more information.** For example, King County asks for your complete work and education history, so follow the instructions provided by the employer.

**Set your margins correctly.** Use ½-inch to 1-inch margins on all sides for a clean, balanced look.

**Choose an easy-to-read font.** Avoid decorative or hard-to-read styles.

**Double check for spelling, punctuation, and grammar.**

**Write specific bullet point descriptions.** Use clear, direct language that describes what you did and how you did it instead of generic or vague statements.

**Use numbers to show impact.** When possible, include quantifiable results (e.g., dollars, percentages, or other measurable achievements).

**Avoid industry jargon or unclear acronyms.** Make sure employers outside your field can understand your experience.

A well-written and structured resume gets noticed, shows your best qualifications, and helps you get interviews. Keep updating your resume as you gain more experience, and tailor it for each job. With these strategies, you'll be ready for success in your job search!