



Tailoring a Resume

Tailoring a resume may seem like a daunting task, but once you get the hang of it, it should only take a few minutes. Outlined below are a few simple steps to take that will make a huge difference in how your resume is reviewed by a potential employer. **Remember - a hiring manager will only review your resume for 10 seconds to decide whether they are interested!**

Focus the majority of your attention on your Summary of Qualifications and the 9 bullet points below that (Areas of Expertise). This is what will catch the eye of a hiring manager first! Once you have done that, just take a couple of minutes to make sure the body of your resume aligns with the job you're applying for (see steps 5 & 6 below).

Below are a few tips for how to tailor your resume to each job:

1. The first words of your Summary of Qualifications (SOQ) should be the **job title you are applying for** - (i.e. if you're applying for a position entitled "Customer Service Representative", you should change the first words of the SOQ to say just that)
2. Where you list **2-3** areas of experience in the first sentence of your SOQ (i.e. project management, mechanical systems support, budget management, customer service, training / development, etc.), these skill sets should be reflective of the key buzz words and skill sets named in the job description
3. The **2-3** quantified statements in the body of the SOQ should contain examples from your work experience that demonstrate your ability to perform the position you're applying for
4. Incorporate key buzz words that you see in the job description into the 9 bullet points below your SOQ
5. Review your resume and the job description side by side. **Any** experience in the job description that mirrors your experience / skill set should be included in your resume. Remove any bullets that are not relevant to the job you're applying for and add anything that may not be on there to better align your resume with the position
6. Include any additional relevant training or technical skills listed in the job description. A job description might identify desired (or required) training and / or skills, and if you have them you want to be sure they're on your resume. *Especially for IT / Telecommunications positions - if they want experience with certain hardware, software, radios, systems, etc., be sure you have a "Technical Skills" section to address these!

The most important thing is to make sure that your resume speaks to each job you're applying for. Tailoring your resumes could mean the difference between you getting / not getting the job!